



## **TERMS OF REFERENCE FOR COMMITTEES**

These are supplemental to and do not in any way override the Councils standing orders & or financial regulations

### PLANNING COMMITTEE

#### 1. Membership of the Planning Committee

- a) Membership of the committee will be decided at the Annual Meeting of the Council. The Mayor and Deputy Mayor shall be *ex officio* members.
- b) The quorum shall be one third of the committee. A minimum number of three councillors are required for decision- making purposes

#### 2. Chair of the committee.

- a) The Chair of the committee will be elected by the committee at its first meeting following the annual meeting.
- b) The Vice- chair of the committee will be elected by the committee at its first meeting following the annual meeting.

#### 3. Conduct of Meetings

- a) All meetings of the committee will be convened in accordance with the Council's standing orders.
- b) All meetings will be public meetings.
- c) Minutes will be minuted by the Clerk to the Council, or another committee member in the Clerk's absence.

#### 4. Powers of the Planning Committee

The Planning Committee will be empowered to :-

- a) Make observations on all planning matters and forward these to the local authority.
- b) Attend meetings and/or courses to remain updated in changes in national Planning Policies
- c) Consider each report and advice provided by the Technical Officer.
- d) Refer any matters deemed significant enough, for the attention of the Council.
- e) The appointment of the committee will be considered at each Annual Council meeting who may decide to alter or dissolve the committee as required.
- f) There is no budget allocation for this committee.

# FINANCE COMMITTEE

## 1. Membership of the Finance Committee

- a) Membership of the committee will be decided at the Annual Meeting of the Council. The Mayor and Deputy Mayor shall be *ex officio* members.
- b) The quorum shall be one third of the committee. A minimum number of three councillors are required for decision- making purposes

## 2. Chair of the committee.

- a) The Chair of the committee will be elected by the committee at its first meeting following the annual meeting.
- b) The Vice- chair of the committee will be elected by the committee at its first meeting following the annual meeting.
- c) Upon election of a new Chair, the outgoing Chair will remain on the committee for at least 6 months to ensure smooth transition and to ensure the Audit process has been completed.

## 3. Conduct of Meetings

- a) All meetings of the committee will be public meetings, convened in accordance with the Council's standing orders.
- b) Minutes will be minuted by the Clerk to the Council, or another committee member in the Clerk's absence.

## 4. Powers of the Finance Committee

The Finance Committee will be empowered to :-

- a) Make any financial decisions on behalf of the Council subject to the following exceptions :
  - i) Determination of the Council's overall borrowing limit.
  - ii) Determination of the Council's short term borrowing limit
  - iii) Determination of the amount of interest payable by the Council at rates variable by a lender or controlled by external factors.
  - iv) Issue of a precept.
  - v) Final approval of the Council's overall budget and reserves policy.
  - vi) Any single item of expenditure in excess of £5,000.
  - vii) Any contract which is above the maximum approved by Full Council.
  - viii) Any other restriction or financial constraints imposed by the Council.
- b) The Committee shall be empowered to act on behalf of the Council in respect of tenders, quotations ,contracts and appointment of contractors, subject to the expenditure restrictions outlined above and to compliance with relevant standing orders and financial regulations
- c) The Committee shall be empowered to approve risk assessments and policies and procedures for controlling risk on the Council's behalf of the Council.
- d) To consider all advice and reports provided by the RFO.