

PONTESBURY PARISH COUNCIL

COMMITTEE TERMS OF REFERENCE

The Parish Council will appoint the following Committees at the Annual Parish Council meeting in May, with composition, quorum and functions as follows:

The committees shall consist of the Chairman and Vice-Chairman of the Council (ex officio) and other duly authorised Councillors.

Financial and General Purpose Committee

The Parish Council Standing Orders apply to all Committees.

The Committee will meet when deemed necessary.

The Committee will comprise **nine members including the Parish Council Chairman and Vice-Chairman.**

The Quorum of the committee shall be one third of the members and no less than **three.**

Members of the Committee are agreed at the Annual meeting of the Parish Council and will include the Chairman and Vice-Chairman

The Committee shall elect a Chairman for each year.

The Committee shall undertake the following roles and functions:

The committee shall be responsible for over-seeing all items of financial importance to the Parish Council including those detailed below.

1. Review Financial Regulations and make any recommendations to the Parish Council
2. Monitor financial progress of the Council's expenditure
3. To consider and make recommendation on all reports arising from both internal and external auditors
4. To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances
5. Approval of payments during March when a full Parish Council meeting does not take place.
6. Prepare a draft budget and precept recommendation for the Parish Council
7. The Parish Council will also refer other items to the committee for their consideration and recommendation.

Planning Committee

The Parish Council Standing Orders apply to all Committees

The Committee will meet monthly and when deemed necessary

The Committee will comprise **nine members including the Parish Council Chairman and Vice-Chairman.**

The Quorum of the committee shall be **three** members.

Members of the Committee are agreed at the Annual meeting of the Parish Council and will include the Chairman and Vice-Chairman

The Committee shall elect a Chairman for each year

All members of the planning committee must undertake planning training as required and be familiar with planning policy prior to appointment to this committee.

Ward Councillors may be invited to attend meeting when considering applications in their wards and will be allowed to address the committee, but have no voting authority.

The Committee shall undertake the following roles and functions.

1. Make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council.
2. Make representations in respect of appeals against the refusal of planning permission.
3. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations
4. Consider pre-application consultations from applicants or their agents.
5. Make recommendations to full Council in relation to the proposed provisions to existing approved strategy and local plans as and when the Council's observations are sought concerning these plans.
6. Make recommendations to full Council in relation to draft supplementary planning guidance as and when the Council's views are sought by the Unitary Authority.
7. To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee.

These terms of reference will be reviewed on an annual basis at the May meeting of the Parish Council.