

# **PLANNING COMMITTEE TERMS OF REFERENCE**

## **1. COMPOSITION**

The committee shall comprise at of all councillors, and has full delegated powers.

## **2. CHAIRMAN**

The council shall appoint the committee chair and vice chairman during its Annual Parish Council Meeting.

## **3. QUORUM**

A quorum shall comprise not less than 3 councillors or one-third of the membership of the committee whichever is the greater, and all apologies for absences shall be recorded.

## **4. MEETINGS**

Meetings will be held at twice monthly if required.

## **5. ATTENDANCE**

The committee may invite such other persons to attend its meetings as it deems necessary.

## **6. SECRETARY**

The council clerk or the deputy clerk shall be the secretary to the committee and responsible for the preparation of committee meeting agenda and minutes.

## **7. MINUTES**

The proceedings of all meetings shall be minuted. Minutes shall be circulated to all councillors.