

WYTHALL PARISH COUNCIL

STANDING ORDERS FOR COMMITTEES

(ref: 4 (d) Parish Standing Orders)

PLANNING COMMITTEE:

- (a) The Chairman of the Committee must be appointed by the Council at its Annual Meeting.
- (b) The Vice-Chairman of the Committee must be appointed at the first Meeting of the Committee.
- (c) The quorum must be one third of the number of members serving on the Committee and must be no less than three.
- (d) The Committee must meet at the Parish Office at a time and on dates determined by the Council.
- (e) The Committee shall have **delegated** authority regarding Planning Applications and any resolution made by the Committee shall have the same force and effect as would a resolution of the Council. (These delegated powers to be renewed at the Annual Meeting of the Parish Council)
- (f) Should members of the public wish to speak to an Application then the Chairman may, at his/her discretion, suspend Standing Orders reinstating them when the representation is finished.

Terms of Reference:

- (a) The Executive Officer to ensure all Planning Applications are received and recorded and the Committee Chairman kept informed as soon as Applications are received. (Parish Standing Order 15 b (xiv) refers)
- (b) To consider and determine the Council's response to all Planning Applications and notifications with Executive Officer contacting the relevant Authorities as to the decisions. In the absence of the Executive Officer the Chairman of the Committee will ensure that the Assistant to the Executive Officer performs this duty.
- (c) Consideration of major and/or controversial planning issues must be referred to the Council for a decision at the next Council Meeting or at an Extraordinary Meeting of the Council.
- (d) Responses to Planning Applications must be based on national and local planning guidance, policies within the Bromsgrove District Plan (with particular reference to Green Belt where necessary) together with other relevant or pertinent planning considerations.

- (e) Copies of Planning Committee Minutes, including responses to Planning Applications, Consultations and Notifications to be presented to the next Meeting of the Council for noting only unless any specific decisions are required.
- (f) Urgent decisions required in respect of Planning Applications between scheduled Meetings of the Committee must be delegated to the Chairman and Vice-Chairman of the Committee (or substitutes) and one other nominated member in consultation with the Executive Officer.
- (g) Where appropriate, the Chairman of the Committee (or in his absence, the Vice Chairman) may call an additional Meeting of the Committee to consider urgent business.

COMMUNITY SERVICES COMMITTEE:

- (a) The Chairman of the Committee must be appointed by the Council.
- (b) The Vice Chairman of the Committee must be appointed at the first Meeting of the Committee.
- (c) The Committee must meet at the Parish Office at a time and on dates determined by the Council.
- (d) The quorum must be one third of the number of members serving on the Committee and must be no less than three.

Terms of Reference:

- (a) To consider all matters relating to public services and facilities within the Parish and where an issue is outside the jurisdiction of the Council and where appropriate, ensure that the relevant principle authority is advised.
- (b) The Committee may make recommendations for consideration by the Council and take interim actions for ratification by the Council.
- (c) Any matters requiring a decision by another Committee (i.e. Finance) before a recommendation can be considered by the Council shall be referred to that other Committee for consideration at its next scheduled Meeting.

FINANCE POLICY & RESOURCES COMMITTEE:

- (a) The Chairman of the Committee must be appointed by the Council.
- (b) The Vice Chairman of the Committee must be appointed at the first Meeting of the Committee.

- (c) The Committee must meet at the Parish Office at a time and on dates determined by the Council.
- (d) The quorum must be one third of the number of members serving on the Committee and must be no less than three.

Terms of Reference:

- (a) To consider all matters not being within the remit of any other Committee.
- (b) The Committee must make recommendations for consideration by the Council and take interim actions for ratification by the Council.
- (c) The Committee must consider all risks and be risk aware when making any decisions.

PERSONNEL COMMITTEE:

- (a) The Chairman of the Committee must be appointed by the Council.
- (b) The Vice Chairman of the Committee must be appointed at the first Meeting of the Committee.
- (c) The Committee must meet at the Parish Office at a time and on dates determined by the Council.
- (d) The quorum must be one third of the number of members serving on the Committee and must be no less than three.

Terms of Reference:

- (a) To consider all matters relating to Staff.
- (b) To receive written recommendations from the Chairman or Vice-Chairman of the Council following their post years` work performance and annual appraisal of the Executive Officer. The Executive Officer will conduct an annual appraisal and work performance of other staff members and submit a written report to the Chairman of the Council and Chairman of the Personnel Committee.

Adopted May 2015
Reviewed June 2018
Next Review Date -