



WELLINGTON TOWN COUNCIL COMMITTEE TERMS OF REFERENCE

Committee Name	Planning		
Lead Officer(s)	Town Clerk		
Membership	9 Councillors		
Reports To	Full Council		
Date of Adoption	01 May 2024	Review Due	ATC Mtg 2025

1. Purpose

1.1. To review, report on, make decisions, and recommendations to the Council on all matters relating to planning.

2. Summary of Responsibilities

2.1. The Committee shall have delegated authority to:

- 2.1.1. Review and make comments on Planning Applications as consultees to Somerset Council.
- 2.1.2. Receive information of Planning Decisions made by Somerset Council.
- 2.1.3. Consider correspondence from and to meet with developers in relation to planned developments.

2.2. To assist in its responsibilities, the Committee may appoint Sub-Committees or Working Groups as required and will set their membership and Terms of Reference.

2.3. Sub-Committees or Working Groups shall be reviewed by the Committee each year at its first meeting following the Annual Town Council Meeting.

2.4. Where a matter is considered by more than one Committee, this Committee may make recommendations to other Committees where required.

3. Spending Authority

- 3.1. The Committee has no delegated authority to incur expenditure.
- 3.2. If the Committee wish to make a spend from any Cost Code or Centre, it should make a recommendation either to another appropriate Committee which does have delegated spending authority or to Full Council.

4. Reporting

- 4.1. The Committee shall, by way of presentation of draft minutes, report to the next Full Council meeting after each meeting. If appropriate, the Committee Chairman may give a verbal update.

5. Membership

- 5.1. The Committee shall comprise of nine Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.
- 5.2. At its first meeting following the Annual Council Meeting, the Committee shall appoint a Chairman and Vice Chairman for the coming Council year.
- 5.3. The Committee may appoint Lead Councillors for projects and other matters for consideration. Where a Councillor is not specifically appointed, the Chairman shall act as Lead Councillor. Lead Councillors will be authorised to work directly with Council Officers as appropriate and report updates to the committee.
- 5.4. All members of the Council are entitled to attend meetings and to speak on items on the agenda.

6. Operation

- 6.1. The Committee has power to operate only as set out in these Terms of Reference and the Council's Standing Orders as applicable.
- 6.2. Meetings shall be held once per month.
- 6.3. The Quorum of the committee is 5 Councillors. No business may be transacted at a meeting unless the set quorum of Councillors is present and eligible to vote.
- 6.4. If both the appointed Chairman and Vice Chairman are not present at the start of a meeting, the Committee will appoint another Councillor to act as Chairman for that meeting.
- 6.5. These Terms of Reference will be reviewed each year at the Annual Meeting of the Council. Changes may also be made by resolution at Full Council. The Committee can instigate any change by way of a recommendation.