

<b>Committee:</b>	<b>Date:</b>
Planning & Transportation Committee	18 February 2020
<b>Subject:</b>	<b>Public</b>
Terms of Reference and Frequency of meetings	
<b>Report of:</b>	<b>For Decision</b>
Town Clerk	
<b>Report author:</b>	
Gemma Stokley, Town Clerk's Department	

### **Summary**

As part of the post-implementation review of the changes made to the governance arrangements in 2011 it was agreed that all Committees should review their terms of reference annually. This will enable any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council in April of each year.

It is proposed that the approval of any further changes to the Committee's terms of reference be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.

The Committee is also required to review the frequency of its Committee meetings.

### **Recommendations**

That:

- a) Subject to any comments, the terms of reference of the Committee be approved for submission to the Court, as set out at Appendix 1, and that any further changes required in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman; and
- b) Members consider whether any change is required to the frequency of the Committee's meetings which is currently every three weeks.

### **Contact:**

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