



Whiteley Town Council

Whiteley Town Council Committee Terms of Reference

Amended February 2015 to take account of Council name change and revised Standing Orders requiring committee chairmen to be elected at the AGM.

Planning Committee Terms of Reference adopted 6th June 2011, reviewed by Committee without amendment 23rd May 2012.

Reviewed and amended 17th September 2014

1. The Planning Committee is constituted as a Standing Committee of Whiteley Town Council. The Committee composition shall be a minimum of five Councillors as voting members with three members of the Planning Committee constituting a quorum.
2. A record of all planning applications, the responses and eventual results shall be noted in the minutes of meetings.
3. The Committee shall have the authority to consider all planning applications pertaining to Whiteley Town and to recommend on the response to be submitted to Winchester City Council or other authorities as appropriate.
4. Any controversial applications shall be referred to the full Council. A time sensitive response may be made by the Committee Chairman or Clerk following a majority decision by the Committee.
5. Where an on site meeting is arranged all members of the Committee shall be notified, but not all have to be in attendance subject to the approval of the Chairman or Vice-Chairman
6. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.
7. All formal correspondence shall be conducted through the Clerk of the Town Council wherever possible.

8. Minutes of all meetings are to be kept by the Committee and forwarded to the Town Clerk for circulation at full Town Council meetings.
9. The Committee is authorised to commit Town Council funds to a limit of £500 (Five hundred pounds) without formal Town Council approval provided that this amount has been provided for in the annual precept.
10. The Committee will meet as workload requires.
11. All members to attend a planning training session on appointment and further training at least every four years or as required.

** Please note the Chairman of the full council is an exofficio member of all committees and entitled to vote.*

Recreation and GP Committee Terms of Reference reviewed 23rd May 2012 and amendments adopted by Full Council 11th June 2012

Reviewed and amended 17th September 2014

1. The Recreation and General Purposes Committee is constituted as a Standing Committee of Whiteley Town Council. The Committee composition shall be a minimum of five Councillors as voting members with three members of the Committee constituting a quorum.
2. All formal correspondence shall be conducted through the Clerk of the Town Council wherever possible.
3. Minutes of all meetings are to be kept by the Committee and forwarded to the Town Clerk for circulation at full Town Council meetings.
4. The Committee will ensure compliance of all Health and Safety Regulations for Council employees, public, and property.
5. The Committee will liaise with other authorities regarding issues concerning recreation facilities, open spaces and the environment to ensure maximum benefits are derived for Whiteley residents.
The Committee will consider all other matters not obviously within the remit of the other Standing Committees and not allocated or covered by any other Committee.
6. The Committee is authorised to commit Town Council funds to a limit of £500 (Five hundred pounds) without formal Town Council approval provided that this amount has been provided for in the annual precept.
7. The Committee will meet as workload requires, at least every other month.

** Please note the Chairman of the full council is an exofficio member of all committees and entitled to vote.*

Highways and Transport Committee Terms of Reference adopted by Full Council 6th June 2011 reviewed with no changes 23rd May 2012

Reviewed and amended 17th September 2014

1. The Transport and Highways Committee is constituted as a Standing Committee of Whiteley Town Council. The Committee composition shall be a minimum of five Councillors as voting members with three members of the Committee constituting a quorum.
2. All formal correspondence shall be conducted through the Clerk of the Town Council wherever possible.
3. Minutes of all meetings are to be kept by the Committee and normally forwarded to the Town Clerk for circulation at full Town Council meetings.
4. The Committee will consider all issues concerning transport, roads parking and lighting within the boundaries of Whiteley Town Council working with county and district councils, local neighbouring and law enforcement authorities as appropriate.
5. The Committee is authorised to commit Town Council funds to a limit of £500 (Five hundred pounds) without formal Town Council approval provided that this amount has been provided for in the annual precept.
6. The Committee will meet as workload requires, at least every other month

** Please note the Chairman of the full council is an exofficio member of all committees and entitled to vote*

**Finance Committee terms of Reference adopted by Full Council 6th June 2011
reviewed by Committee 23rd May 2012 with no amendments**

Reviewed and amended 17th September 2014

1. The Finance Committee is constituted as a Standing Committee of the Town Council. Its composition shall be four Councillors as voting members, with three members constituting a quorum.
2. All formal correspondence shall be conducted through the Clerk of the Town Council wherever possible.
3. Minutes of all meetings are to be kept by the Committee and normally forwarded to the Town Clerk for circulation at full Town Council meetings.
4. The Committee will consider all aspects of the Council's finances, including grants and setting of precept operating under the terms of the Council's Standing Order's and Financial Regulations.
5. The Committee will meet as workload requires but shall meet at least annually, (not later than November), to consider the following years precept, recommendations shall be presented to full Council for approval not later than the January full Town Council meeting each year
6. The Town Clerk will submit appropriate figures to Winchester City Council by the due date.
7. The Committee is authorised to commit Town Council funds to a limit of £500 (Five hundred pounds) without formal Town Council approval provided that this amount has been provided for in the annual precept.
8. In exceptional circumstances the Committee may have delegated powers from Council to commit Council funds.

** Please note the Chairman of the full council is an exofficio member of all committees and entitled to vote.*

**SD&P Committee Terms of Reference adopted by Full Council 4th July 2011
reviewed by Committee 23rd May 2012 with no amendments**

Reviewed and amended 17th September 2014

1. The Strategic and Policy Committee is constituted as a Standing Committee of Whiteley Town Council. The Committee composition shall be the Town Council Chairman and Committee Chairmen, Committee Vice-Chairmen to deputise if necessary. Three Strategic and Policy Committee members to constitute a quorum.
2. The Town Council Chairman will chair the Committee.
3. All official correspondence should be conducted through the Clerk of the Town Council wherever possible.
4. Minutes of all meetings are to be kept by the Committee and forwarded to the Town Clerk for circulation at full Town Council meetings.
5. The Committee will consider major development and strategy issues affecting Whiteley and make recommendations to Full Council. Responsibilities will include North Whiteley MDA, Whiteley Village redevelopment Local Plan consultations, developing and pursuing a Town Action Plan, devolution and the review of Council policy and strategies. These responsibilities will be reviewed and revised from time to time.
6. The Committee is authorised to commit Town Council funds to a limit of £500 (Five hundred pounds) without formal Town Council approval provided that this amount has been provided for in the annual precept.
7. The Committee will meet as workload requires.