Frodsham Town Council
Planning Committee

Terms of Reference 2019-20

1 Objective

1.1 To deal with planning applications on behalf of Frodsham Town Council.
1.2 To comment on Licensing Act 2003 and Gambling Act 2005 applications on behalf of Frodsham Town Council.

2 Composition

2.1 *Membership*: Committee will consist of up to 8 Councillors appointed at the Annual Meeting and the Chair of FTC as ex-officio member (with no voting powers unless formally appointed to the Committee by Council).
2.2 *Chairmanship*: The Committee will elect a Chair from its Councillor members at its first meeting each year following the Annual Meeting.
2.3 *Meetings*: To be arranged as necessary and at least once a month prior to either Full Council Committee Meeting or Policy & Process Committee Meeting.
2.4 *Voting*: Only Councillors who are members of the Committee will have a vote.
2.5 *The Quorum* for a meeting will be a minimum of 3 Councillors.
2.6 *The Councillors Code of Conduct* will apply to all members of the Committee.
2.7 *The conduct of meetings* (declaration of interests, debate, voting etc) will be governed by the Council's standing orders.

3 Rights & Powers

3.1 The Committee have delegated power to convene meetings and respond to the Planning Authority on behalf of Frodsham Town Council.

4 Responsibilities

4.1 The Committee is responsible for the timely submission of comments to the Planning Authority.