

THE GENERAL PURPOSES, FINANCES, AND PLANNING COMMITTEE TERMS OF REFERENCE

1. This Committee is constituted as a Standing Committee of Ruthin Town Council.
2. The Committee composition shall be a minimum of seven and no more than nine Councillors as voting members with at least one third of the number of members of the Planning Committee constituting a quorum.
3. Membership of this Committee shall be ratified at the first ordinary meeting following the Annual Council Meeting in May of each year.
4. The Chair shall be elected annually by the Committee, at the first meeting following the Annual Council meeting.
5. This Committee shall be administered and managed in accordance with these Terms of Reference.
6. This Committee shall meet monthly, other than in August.
7. The Committee shall have delegated executive powers to consider all planning applications pertaining to Ruthin and to respond to Denbighshire County Council Planning Authority.
8. A record of all planning applications, the responses and eventual results shall be noted in the minutes of meetings.
9. Any member of the Committee can ask the Clerk to request an extension of time from Denbighshire County Council in order to adequately respond to an application.
10. Where a site visit is requested by an applicant or an objector the member of this Planning Committee must ensure that they are accompanied by another member of the Committee. The Committee member shall then present findings to the Committee.
11. This Committee shall have delegated executive powers to scrutinise and approve the financial matters and responsibilities of the Council. This is except for the decision to incur expenditure under section 137 of the Local Government Act 1972 for the purposes of awarding financial grants.
12. While this committee may approve the annual budget, annual returns, internal audits and reports from the external audit, these must then also be approved by the Council itself.
13. This Committee shall have delegated executive powers to scrutinise and approve the Human Resource matters and recruitment processes of the Council.
14. While this committee may approve recruitment processes, employee payment matters, and final decisions on making employment offers or giving notice to end an employment, these must then also be approved by the Council itself.
15. When the Committee appoints panels for Human Resource or recruitment process purposes then it must consider all councillors to such panels regardless of membership of this committee. The Committee must consider when it may be necessary for independent panel members to be appointed.
16. This Committee may appoint appropriate Sub-Committees or Working Groups to facilitate the work of the Committee.
17. All correspondence shall be conducted through the Clerk of the Town Council wherever possible.
18. Minutes of all meetings shall be kept by the Clerk and forwarded to Members of the Town Council.
19. The Terms of Reference will be reviewed annually.