



THORNE-MOORENDS TOWN COUNCIL

Assembly Rooms, Fieldside,
Thorne, Doncaster, DN8 4AE
Tel: (01405) 818015

Email: clerk@thorne-moorends.gov.uk
Website: www.thorne-moorends.gov.uk

TERMS OF REFERENCE

NEIGHBOURHOOD PLAN COMMITTEE

Purpose of Neighbourhood Plan Committee

Thorne Moorends Town Council's Neighbourhood Plan Committee is appointed to make decisions about matters relating to the furtherment of Thorne Moorends Neighbourhood Plan, powers to make overall decisions regarding the plan remain the responsibility of the Full Council. Powers of the Committee are subject to budget and expenditure limits decided by the Full Council, unless stated otherwise.

Committee Membership and Voting

Members sitting on the Committee will be elected annually by Full Council at the Annual Meeting of the Town Council each year in May.

- At the Committee's first meeting following the Annual Meeting of the Town Council, the Committee shall elect a Chairperson, and has the discretion to elect a Deputy Chairperson.
- The Chairperson will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.
- Non-councillor members are invaluable to local councils and are held in high esteem, town councillors work on a voluntary basis and appreciate the engagement of individuals working for the good of local communities, bringing an array of relevant skills and knowledge to the council for the benefit of the local community.

Non-councillor members of committees and sub-committees do not have voting rights, except in respect of Article 3 of The Parish and Community Councils (Committees) Regulations 1990 which gives non-councillor members of committees voting rights in respect of:

- The management of land owned or occupied by the council;
 - The functions of the council as a harbour authority;
 - Any function under s. 144 of the 1972 Act relating to the promotion of tourism;
 - Any function under s. 145 of the 1972 Act relating to the management of a festival
- Non-councillors who do have the power to vote are required by law to meet the qualifications of office that councillors are required to meet in accordance with Local Government Act 1972 s104 and must comply with the council's code of conduct and statutory obligations regarding interests

Convening Meetings of the Committee

The Town Clerk will convene Neighbourhood Plan Committee meetings as and when necessary. The Committee Chairperson may also convene meetings as he/she feels necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972. Minutes will be taken, approved, and retained by the Town Council in perpetuity.

Meetings

Meetings will be held in accordance with the Town Council's Standing Orders.

Quorum

The quorum of this Committee shall be none less than three voting committee members.

Documentation

- Minutes of all meetings will be recorded by the Town Clerk or, in his/her absence, by another staff member of the Town Council, or by one of the Councillors present at the meeting.
- Draft minutes will be circulated to all Committee members.
- Depending on timing, either draft or approved minutes will be received by the full council for information only.

Accountability

The Committee has been delegated power by the Full Council to act on behalf of the authority in relation to these defined terms of reference only; any matters outside the Committee's terms of reference shall be made to the Full Council as a recommendation, unless otherwise approved and voted upon by Full Council at a legally convened meeting.

Remit of the Committee

- a. Developing a Project Plan including a Plan production timescale
- b. Monitoring progress against the Project Plan and reporting back to the Full Council as appropriate
- c. Developing and implementing a Consultation Strategy and preparing necessary documents
- d. Consideration and analysis of consultation responses
- e. Development and consideration of draft documents prior to submission to the Full Council
- f. Responsible for the advertising, promotion and marketing in relation to the Plan
- g. Management of the Plan budget agreed by the Town Council including applications for any grant support and procurement of technical support

Review

The Committee's terms of reference are to be reviewed annually at the Committee's first meeting after the Town Council's Annual Council meeting and recommendations for alteration is to be presented to Full Council for approval.

Written in February 2023

Approved by: Full Council

Date of meeting: 14th February 2023
To be reviewed annually