

**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.