

# MAGOR WITH UNDY COMMUNITY COUNCIL

## Committee Terms of Reference

<p><b>Human Resources (HR) Committee</b></p> <p>Membership: 7 members/Quorum 4]</p> <p>Meeting: Quarterly, or as directed by Council</p>	<ul style="list-style-type: none"> <li>• <b>No Discharge of Functions</b> <b>To make recommendations to Council</b></li> <li>• To meet to consider staffing, personnel and HR issues (as directed by Council)</li> <li>• To meet as an interview panel making recommendations to Council in respect of permanent or casual positions (as directed by Council)</li> </ul>
<p><b>Planning Committee</b></p> <p>Membership: Full Council/Quorum 5</p> <p>Meeting: 2<sup>nd</sup> &amp; 4<sup>th</sup> Monday monthly</p>	<ul style="list-style-type: none"> <li>• <b>Specific Discharge of Functions (Decision making)</b> <i><b>Resolved:</b> That this Council, under S101 Local Government Act 1972 re ‘Discharge of Functions’ delegates plenary powers to the Planning Committee to respond/make recommendations to Monmouthshire County Council in respect of planning applications.</i></li> <li>• To meet on second and fourth Monday of month (2<sup>nd</sup> Monday to form part of Ordinary meeting)</li> <li>• To make recommendations to Monmouthshire County Council in respect of planning applications</li> </ul>
<p><b>Emergency Planning Committee (Plenary)</b> <i>[during a holiday or Council recess period]</i></p> <p>4 Councillors (to include Chair and/or Vice Chair)</p>	<ul style="list-style-type: none"> <li>• <b>Specific Discharge of Functions (Decision making)</b> <i><b>Resolved:</b> That this Council, under S101 Local Government Act 1972 re ‘Discharge of Functions’ delegates plenary powers to four Councillors (to include the Chair and/or Vice Chair) to respond/make recommendations to Monmouthshire County Council in respect of planning applications received and considered of an urgent nature, during holiday/Council recess periods, where a decision is required within a statutory time period.</i></li> <li>• To make recommendations to Monmouthshire County Council on behalf of Council in respect of planning applications where a decision is required within a statutory time period (holiday or Council recess period).</li> <li>• <b>Decisions made to be reported back to Full Council at next meeting.</b></li> </ul>