

## Magor with Undy Town 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>Not considered to be necessary at ASM May 2023</b></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>Not considered to be necessary at ASM May 2023</b></li></ul>
<p><b>Emergency Planning Committee (Plenary)</b> <i>[during a holiday or Council recess period]</i></p> <p>4 Councillors (must include Chair or Vice Chair)</p>	<ul style="list-style-type: none"><li>• <b>Specific Discharge of Functions (Decision making)</b> <b>Resolved:</b> 'That this Council, under "S101 Local Government Act 1972 re 'Discharge of Functions' give delegated powers to four Councillors, one of which must be the Chair 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 periods and emergency situations where a decision is required within a statutory time period'</li><li>• <b>Decisions made to be reported back to Full Council at next meeting.</b></li></ul>

<p><b>Emergency Committee (Plenary)</b></p> <p>3 Councillors (<i>one of which must be the Chair or Vice Chair</i>)</p>	<ul style="list-style-type: none"><li>● <b>Specific Discharge of Functions (Decision making)</b> <i>This Council, under S101 Local Government Act 1972 re 'Discharge of Functions' delegates plenary powers to a committee comprising of 3 Councillors (one of which must be the Chair or Vice Chair)'</i></li><li>● <b>Meetings</b> <i>to be called via email or telephone, depending on the urgency of the meeting by the Clerk, the Chair or Vice Chair when a decision is required that has either financial, health and safety or operational implications for Council, or is governed by time restraints.</i></li><li>● <b>Committee's Powers (Plenary)</b> <i>are to make agreed decisions on behalf of the Council under the prevailing circumstances</i></li><li>● <b>Decisions made to be reported back to Full Council at next meeting.</b> <i>decisions must be ratified by Full Council at the next available meeting.</i></li></ul>
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