



Colne Town Council Terms of Reference

Colne Neighbourhood Plan Advisory Committee

The Colne Neighbourhood Plan Advisory Committee is an advisory committee of the Colne Town Council and will operate in accordance with the Council's Standing Orders and Scheme of Delegation.

1. Membership

- a) Voting membership of this advisory Committee shall consist of serving Members of the Council with a maximum of six Councillor who may request to be appointed to the Committee with three Councillor being nominated from each party represented at Colne Town Council.
- b) All Members, the Chairman, and the Vice Chairman of the Committee will be appointed at the Annual General Meeting of the Council.
- c) Co-opted members may be appointed based on their special knowledge and serve as full members of the Committee but without voting rights.
- d) Membership of Committees may be changed at any Council meeting.
- e) Councillors may be co-opted to join during year if authorised by Council.
- f) Non-Councillors may be invited to join the Committee. These persons do not have a right to vote or to move or second a motion.

2. Purpose of the Committee

The Colne Neighbourhood Plan Advisory Committee will take the lead role on the Colne Neighbourhood Plan ensuring that managed Officer involvement is required.

3. Aims and Objectives

The role of the Advisory Committee is to oversee the production of the Colne Neighbourhood Plan.

The Advisory Committee will meet as required at dates and times as determined needed which fit with the Council's schedule of meetings.

No business may be transacted at a meeting unless at least one-third of the voting number of members of the Advisory Committee are present and in no case should the quorum of a meeting be less than three.

The Advisory Committee will comply with and have due regards to Council policies and guidance, which include (but are not limited to): CTC Standing Orders, Financial Regulations, CTC Media Policy, and the Council's Code of Conduct.

The Advisory Committee shall make whatever recommendations to the Council it deems appropriate on any area within its remit where action or improvement is needed.

Where necessary, the Chairman of the Advisory Committee will provide a report to Full Council on any substantive matters of importance and any material issues or concerns.

3. Areas of responsibility

To produce the Colne Neighbourhood Plan and other supporting documents to complete the project.

To make recommendations to the Council for the Colne Neighbourhood Plan.

To liaise with specialists within the field to ensure a successful project.

To agree publicity for the Colne Neighbourhood Plan within the Council's policies and procedures and ensure information is provided to Officers within a practical time frame for issuing.

The Advisory Committee does not have authority to proceed expenditure and must refer to the Finance, Employment & Services Committee when either budgeted or non-budgeted expenditure is anticipated.

All budget / expenditure requests for the Colne Neighbourhood Plan, which is an Advisory Committee must be approved by the Finance, Employment & Services Committee or Full Council prior to the Officers actioning this expenditure.

Any urgent matters requiring expenditure, will be dealt with according to the Council's Financial Regulations.

Once the Colne Neighbourhood Plan has been made, to monitor it regularly (every six months) & report to Full Council for the life span of the plan.