

## **Development & General Purposes Committee Terms of Reference**

*This document supersedes any previous Terms of Reference agreed for this Committee*

### **Constitution**

To comprise of unlimited members including a Chairman, Vice-Chairman.

The Chairman of the Council will be an ex-officio member.

Membership must be derived from Councillors of Syston Town Council.

Membership of the Committee to be reviewed annually at the Annual Meeting of the Council.

Chair and Vice Chairmanship of the Committee to be reviewed annually at the first meeting after the Annual Meeting of the Council.

Quorum is 50% of membership and no less than three.

### **Structure**

The administrative duties and the taking of minutes of the meetings will be resourced by Officers of the Council.

The Chairman will co-ordinate all meetings and decisions made will be based on a majority vote by members; if an equal number of votes is declared, the Chairman has the casting vote.

### **Purpose**

To provide a strategic role in the sharing of independent and impartial advice on issues relating to:

- planning applications in Syston or those that may impact on Syston residents
- financial needs for the agreed areas of responsibility and make recommendations to the Resources Committee relating to the annual budget for this committee
- working within the constraints of the budget set and agreed for this Committee
- the consideration and recommendations to Full Council on all issues relating to the street scene in Syston; this will include street ornaments, benches, bins, signs, air pollution, CCTV monitoring; this list is not exhaustive

All decisions made will be influenced and proposed at official meetings only; not outside of a meeting

Members must adhere to the Councillors Code of Conduct and Standing Orders at all times

### **Frequency of Meetings**

The Committee will meet monthly or more often if necessary.

### **Review**

Terms of Reference will be reviewed annually at the first meeting following the Annual Meeting of the Council.