

LUDGERSHALL TOWN COUNCIL



TERMS OF REFERENCE TOWN PLAN COMMITTEE

The Town Plan Committee shall be administered and managed in accordance with these Terms of Reference and to be read in conjunction with Ludgershall Town Council Standing Orders & Code of Conduct and reviewed annually.

The Council shall appoint a Town Plan Committee to consider matters only relating to the responsibilities listed below that are provided by the Town Council.

Council membership of the Town Plan Committee shall be ratified at the Annual Council Meeting in May of each year and shall consist of at least 6 Cllrs and shall have a quorum of not less than 3 Council members. This Sub Committee may consist of persons who are not elected councillors such as representatives from the local community, local organisations and local businesses. Non-councillors cannot vote on financial implications.

The Committee shall meet bimonthly on the last Thursday of the month at 7pm at the Council Offices (if a meeting is not necessary then this can be cancelled with 2 weeks' notice to all) the first one will be in May (see calendar of meetings on website); at this meeting the committee will elect its Chair and Vice Chair. The Chair shall in the case of an equality of votes have a second, casting vote.

If the committee discuss an item that may have financial implications outside of their budget, this item will then be discussed at the next appropriate Full Council meeting, whereby costs can be allocated to the correct budget or submitted for future budgets/draft Precept.

The Town Plan Sub Committee is responsible for: -

- a) Production of a Business Plan Statement to be published on LTC website at the beginning of the new council year.
- b) Keeping Ludgershall residents apprised with what LTC are responsible for & any changes to this.
- c) Engaging with residents/business/charities and any other organisations within Ludgershall to find out the needs and wants of all.
- d) Receiving updates from the other committees regarding LTC's assets and their condition.
- e) Forward planning regarding all aspects of the Council.
- f) Keeping Ludgershall's emergency plan up to date.
- g) Looking at ways to be more environmentally friendly.
- h) The committee is to submit a draft budget to the Finance & Policy Committee for consideration and resolve in good time for compliance with timescale requirements as set by Wiltshire Council.

All correspondence shall be conducted through the Town Clerk. Minutes of all meetings shall be kept by the Clerk and forwarded to all Members of the Town Council & known other committee members, as draft asap and put on the website.

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