

Reydon Parish Council

Committee Terms of Reference

Planning Committee:

Scope	Crafting of Parish Council responses to planning applications and the management of any issues arising from construction activities within the Parish.
Delegation of Authority	Delegated to authorise the submission of planning responses on behalf of the Parish Council, and to directly liaise with construction companies within the remit set by the full Parish Council.
Membership	No fewer than 2 individuals, and must contain at least one Parish Councillor. Open to all Parish Councillors to attend even if not committee members.
Schedule of Meetings	Usually monthly or as required.

Highways Committee:

Scope	Issues and Projects arising concerning highways and related infrastructure within the Parish.
Delegation of Authority	Delegated to liaise directly with Suffolk Highways on relevant matters and to report back to the full Parish Council.
Membership	No fewer than 2 individuals, and must contain at least one Parish Councillor. Open to all Parish Councillors to attend even if not committee members.
Schedule of Meetings	Usually every 6-8 weeks.

Finance Committee:

Scope	Along with the RFO, setting the budget for each year, reviewing this quarterly, and discussing all major financial matters including CIL expenditure.
Delegation of Authority	Delegated to set a draft budget to present to Full Council and to give a quarterly report on financial matters, especially relating to budget and CIL monitoring.
Membership	No fewer than 2 individuals, and must contain at least one Parish Councillor. Open to all Parish Councillors to attend even if not committee members.
Schedule of Meetings	Usually quarterly.