**USK TOWN COUNCIL**

# committee TERMS OF REFERENCE

**Usk Town Council has appointed a number of committees to undertake work on behalf of the council.**

**The committees will abide by the criteria established for Full Council as prescribed by Council Standing Orders**

**Standing Orders Terms of 4. Committees and Sub-Committees**.

*Para d. makes clear that a quorum shall be no less than three. It doesn't refer to the minimum requirement of a third of those eligible to attend.*

**These terms of reference apply to committees, sub-committees and any other group established to undertake work on behalf of the Council in an advisory capacity.**

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| **Finance sub - committee**  Membership  5 Members/Quorum 3 | * No discharge of function * To meet once a month prior to Full Council meetings * Recommendations made to be reported back to Full Council at next meeting |

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| **Planning sub Committee**  Membership  4 Members/Quorum 3 | * No Discharge of Function * To make recommendations to Monmouthshire County Council in respect of planning applications * To meet once a month prior to Full Council meetings * Decisions made to be reported back to Full Council at next meeting |

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| **Tourism & Events**  Membership  4 Members/Quorum 3 | * No discharge of function * To make recommendations to Full Council * To meet once a month prior to Full Council meetings * To make recommendations to Monmouthshire County Council |

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| **Sessions House Management Committee**  Membership  4 Members/Quorum 3 | * No discharge of function * To make recommendations to Full Council for maintenance, repairs and renovations * To meet once a month prior to Full Council meetings * Decisions made to be reported back to Full Council at next meeting for their consideration |