

Norton Neighbourhood Development Plan Committee
Terms of Reference

Membership Representation from the Parish Council
Representation from the Parish Community

Quorum. Three members of the committee

Authority. Sections 101 102 Local Government Act 1972

Conditions. The Parish Council's standing orders will apply to all meetings of the committee.
The committee shall be appointed on an annual basis at the Annual general meeting of the Parish Council. The first order of business of the first meeting of the committee after its annual appointment will be to elect a chairman.

Unless the Parish Council directs otherwise, the committee may arrange to devolve any of its functions to a sub-committee or to officers of the Parish Council.

The Committee will meet as required.

Once approved the minutes will be presented to the next meeting of the Parish Council, for noting only.

Meetings shall be open to the public unless the Committee feels it appropriate to exclude press and public for specific items.

All members of the Committee will receive an agenda and supporting papers.

All members of the Parish Council will receive an agenda only, by email.

Notice of meetings will be posted in accordance with all meetings of the Parish Council.

Council.

Only members of the committee can vote on agenda items.

Parish Councillors may attend in their capacity of Parish Councillor and will be allowed to speak on an agenda item with the agreement of the Chairman.

Members of the committee are subject to the same rules as Parish Council members regarding confidentiality and the requirements of the code of conduct.

RESPONSIBILITIES.

To drive forward the development of the Neighbourhood Development Plan for Norton and work with Daventry District Council and other Government bodies, to Help ensure that the whole community has real opportunities to engage in the creation of the plan.

POWER

Committee to have the power to resolve.

Matters of substance will be referred to Parish Council for approval.

To spend within limits approved by the Parish council

Committee have the power to spend within