

Pannal and Burn Bridge Parish Council

Committees of the Council, Membership, Terms of Reference and Representation Policy

Approved on 9th May 2024

Committee	Membership	Terms of Reference
Planning	N Permain (Chairman) C Burrell S Cobb A Farrar (deputises) H Hayes	<i>"To determine the Council's views on planning applications to Harrogate BC, unless the Committee deem an application is significantly important or controversial that it should be referred to the Council for consideration. Other planning matters are to be considered by the Committee with recommendations to the Council."</i>
Staffing	E Sharkey A Farrar C Burrell N Permain	<i>To undertake the full recruitment process including interviews and to present their recommended candidate to the Council for appointment of posts such as Parish Clerk. To consider any action regarding possible disciplinary measures concerning an employee.</i>
Local Plan Sub-Committee	H Hayes A Farrar N Permain C Burrell	<i>Local Plan Consultation. Local Plan Sub-Committee of 3 Councillors has the power to determine how best to communicate with residents alerting them to the Local Plan proposals and how to take on board the views of residents.</i>
Neighbourhood Development Plan Steering Group (NDPSG)	C Burrell N Permain J Chung (non-councillor) E Bartup (non-councillor) G Catley (non-councillor)	<i>The NDPSG is established to prepare the Neighbourhood Development Plan and report regularly to Council with recommendations for any actions and any expenditure. Refer to NDPSG's ToR for detailed tasks, responsibilities, operating procedures and reporting.</i>
Complaints Committee	H Hayes (Chair) A Farrar E Sharkey S Cobb	<i>To follow the council's Complaints Policy Chairman to be appointed from four members. Chairman of Committee in conjunction with Council Chairman will convene any meeting in consideration of a complaint should this prove necessary following full Council consideration. Quorum = three members. Full delegated power to conclude complaint. Any minutes to be ratified prior to full Council notification.</i>

Representing the Council

Public statements and representation. Only the Chairman or in his absence the Vice Chair, can represent the PC to the media and/or any other authorities. This includes attending meetings. Meeting attendance is decided in advance by the Council

Facebook and social media. Councillor Cathy Burrell has sole authority to contribute to the PC's Facebook site. In the event of her absence, the Cllr El Sharkey will deputise.

Planning issues. The Planning Committee Chairman or in his/her absence, Andrew Farrar represents the PC on planning matters.

Two councillor representatives to attend and vote at YLCA meetings: Cllrs N Permain and E Sharkey