

**Terms of Reference for**  
**Planning Committee of**  
**Llantwit Major Town Council**

**1. Composition**

The committee to be made up of 6 Town Councillors (one from each Ward), plus a Chair and Deputy Chair (from remaining Councillors), elected at the Annual meeting.

**2. Quorum**

Half the membership. If not quorate, the co-option of another Councillor as and when required to be allowed.

**3. Purpose**

- a) To study and recommend either on an ad-hoc basis, or as directed by Full Town Council, any matters pertaining to any planning applications received from the Vale of Glamorgan Council.
- b) To analyse information obtained and formulate observations or recommendations

**4. Budget**

There is no requirement for this Committee to have a budget.

**5. Confidentiality**

- a) The Planning Committee may require disclosure of confidential information etc. during the discharge of its duties.
- b) Because of the nature of some possible tasks, all members must take care to preserve the confidentiality of any documentation or information that comes into their possession as a result of tasks under consideration, subject to Freedom of Information Act.

**6. Frequency of meetings**

- a) Meetings to be held as and when required in order to pass on comments to the Vale of Glamorgan by the dates requested.
- b) A member of staff will be in attendance to provide note taking facilities and offer advice.

RQ January 2019

May 2019

May 2021