

## PADDOCK WOOD TOWN COUNCIL

### Terms of Reference for the Five Year Plan Review Group

The Five Year Plan Review Group is responsible for considering all aspects of the Town Council's five year plan.

#### **Committee membership**

Chairman of the Paddock Wood Town Council  
Chairman of the Estates Committee  
Chairman of the Planning & Environment Committee  
Chairman of the Personnel Committee  
Chairman of the P.P.P. committee

In the event of any of the above Chairmen being unable to attend, the Vice Chairman of the Committee in question will attend in their place.

#### **Group Chairman**

Meetings will be chaired by the Chairman of the Town Council

#### **Frequency of meetings and quorum**

The Committee will meet four times a year

The quorum of the committee is 50% + 1

#### **Terms of Reference**

The purpose of the Group is to

1. Review the progress of the Council against the current and five year plan and in this context to discuss the business to be transacted in each of the Council committees for the next quarter.
2. Update the five year plan to reflect decisions/future plans of the Council ensuring that a new five year plan is in place prior to the next annual town meeting.

Rating of each item on the one year plan to be recorded at each meeting as follows:

Red = action not yet begun or action deferred  
Amber = action commenced but not completed  
Green = action completed

**Executive Action**

To report back to full Council on the progress achieved in the previous quarter against the current and five year plan. All minutes of meetings will be published.

**Budget**

It is not anticipated that the review group will require any funding.

**Other**

The Review Group has the right to identify issues that will be dealt with either at Committee or Full Council meetings.

This is a Review Group and not a committee of the council.

These terms of reference were agreed by the Town Council on 15th May 2017