

FULL COUNCIL AND COMMITTEES OF THE COUNCIL TERMS OF REFERENCE:

- **Planning and Traffic** (meets every 1st Tuesday *including August to avoid a backlog of planning applications*) – Includes planning applications and traffic issues.
- **Finance, Personnel and Asset Management** (meets every 2nd Wednesday *except August*) – Includes budget reviews, Community grants, grant income, human resources, user groups and all land and property of the Town Council and the CCTV system.
- **Budget** (Annual Committee) (meets usually in January) Members shall comprise of Chairman of the Council, Vice-Chairman of the Council and Chairmen of all Committees plus 1 non-Committee Chair/Vice-Chair member.
- **Urgency Committee of the Council** (Held as and when required) Members shall comprise of Chairman of the Council, Vice-Chairman of the Council and Chairmen of all Committees plus 1 non-Committee Chair/Vice-Chair member.
- **Events and Communication** (meet every 1st Wednesday *except August*) – All Town Council events issues. Any additional Communication meetings will be added as newsletter delivery dictates *except August*) - Includes publication of 3 issues of 'Hessle Town' annually including printing and distribution, Website matters, Notice Board content and all other community engagement matters.
- **Tree Visits** (see also Environment) (meets as and when required with ERYC's Senior Tree Officer) – Includes the viewing of tree applications on site within the Hessle Conservation Areas. *Members must be available early mornings during weekdays.* A working group will be delegated to meet with the Tree Officer on site visits, when an elected member (only) will give comment thereupon.
- **Environment and Open Spaces** (meet every 2nd Tuesday *except August*) – Includes Allotments, all environmental issues including flooding, floral displays, Tree Visits comments to ERYC for ratification, parks and play spaces.

Full Council (meets every 3rd Tuesday of every other month commencing January and except August) – All members will attend meetings of Full Council. The quorum will be 5 elected members of the Council.

The Annual Town Meeting is held annually on the 3rd Tuesday of April and is statutory, with an open agenda for residents.

Each Committee (except Planning & Traffic) will comprise of seven Councillors and the Planning & Traffic Committee will comprise of nine Councillors.

In the event of any Chair being unavailable then the Vice-Chair of any of the above may deputise. The quorum shall be 3 elected members of the Council.

Should the Clerk receive a request for a response from an outside body that is due before the next meeting, the Clerk will consult the Chair of the Council or relevant Committee Chair, who will decide whether the item will be taken at the next meeting or referred to the Urgency Committee.

All meetings will commence at 7.30pm unless otherwise specified.