

**These terms of reference were approved by the Ordinary Meeting of the Council held on Wednesday 29 May 2013.**

This Committee is appointed in accordance with the provisions of Section 101, subsection 1 (b) of the Local Government 1972, and Section 42 of Part II of the Town Council's Standing Orders 2003.

1. The Committee is called the Planning Contract and Works Committee.
2. (a) The membership is as previously agreed and separately listed, including the Chair and Vice Chair of the Council as ex-officio members (b) all members of Council receive the agenda and minutes (c) all members of Council are welcome to attend the meetings of the Committee, (d) those members of Council who are not members of the Committee *may speak and take part in debate on* [words *in italics* replace "may comment on"] items including planning items, but are not permitted to vote.
3. The Committee agrees to meet at 7.00pm on the second Wednesday of each month unless otherwise agreed by the Committee.
4. (a) The Committee operates within the policy framework set by the Council.  
(b) The Committee can make policy recommendations to Council in those areas within its remit.  
(c) The Committee is responsible for the items specifically agreed and listed in Annex 1 to this remit.  
(d) The Committee is empowered to act in a matter deemed to be an emergency, where the consequence of a failure to act is agreed by the Committee to be contrary to the best interests of the Council, on the proviso that the exercise of this discretion is remitted to full Council for review at the next subsequent Ordinary Meeting.  
(e) The Committee may consider other issues outside its remit referred to it by Council.
5. (a) The Committee is empowered to request or authorise the Clerk to put proposed works out to tender.  
(b) The Committee is empowered to approve tenders for works subject to (c) below.  
(c) **The delegated maximum spending limit of the Committee is set at £2,500 (exclusive of VAT) per item.**
6. The Committee is authorised to supervise the drawing up of standard works and tender specifications including those specified in the Schedule.
7. The Committee is authorised to monitor works programmes, receive reports thereon, and consider suggestions for improvements to relevant procedures and working practices.
8. The Committee is empowered (i) to carry out ongoing monitoring and review of the performance of the Council's service level agreements either directly or through constituted sub-committees, etc, and to agree any necessary changes (ii) to supervise the work of monitoring / inspection in respect of Council assets and facilities as carried out by the Council's officers in liaison with councillors.