



## PADDOCK WOOD TOWN COUNCIL

### Terms of Reference for the Four-Year Plan Working Group

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

#### **Group 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 Governance 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.

OR

In the event a member is chairman of two committees then the vice chairman will attend as well.

#### **Group Chairman**

Meetings will be chaired by the Chairman of the Town Council

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

The Group will meet four times a year

The quorum of the Group is 50%

#### **Terms of Reference**

The purpose of the Group is to

1. Review the progress of the Council against the current and four-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 four-year plan to reflect decisions/future plans of the Council ensuring that a new four-year plan is in place prior to the next annual town meeting.

A recognised Project Management reporting structure should be adopted.

### **Executive Action**

To report back to full Council on the progress achieved in the previous quarter against the current and four-year plan. A copy of the plan will be published online.

### **Budget**

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

### **Other**

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

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