

## **Planning and Licensing Committee –Membership and Quorum Levels.**

The Committee is asked to consider if the level of membership and quorum is reduced.

Current Terms of Reference: 16 members with a quorum of 7.

Standing Orders state that the quorum of a committee will not be less than 3.

There have recently been problems ensuring the meeting is quorate on the day and can go ahead. The Planning Administrator has frequently had to phone councillors to confirm their attendance. This is not a sustainable practice as the administration team does not have the capacity to do this.

The Committee will need to consider representation of each ward, availability of committee members to attend regularly and committee members making declarations of interest which may require them to leave the meeting leading it to becoming inquorate.

### **Examples:**

#### **Other Town/Parish Council Planning Committees in Cornwall:**

Bodmin: 16 councillors, quorum 4.

Newquay: 7 councillors with 2 substitutes, quorum 3.

Launceston: 7 councillors plus Mayor and Deputy Mayor, quorum 5.

Falmouth: 8 councillors, quorum not stated.

**End of report**

**Senior Policy and Data Compliance Officer**