



West Mersea
Town Council

BRADWELL MONITORING

TERMS OF REFERENCE

Membership

1. The Mayor is ex-officio member with voting rights on all committees.
2. A minimum of three Councillors will serve on the committee.
3. The Chair of the committee will be elected annually by the full Council at the first meeting in the new financial year and must be a Councillor.
4. The Chair of the committee will be responsible for the committee's budget.
5. The committee may co-opt members from the community to serve for the year to assist and advise with any aspects of the committee's business.
6. A quorum of a minimum of 3 members must be present to hold a meeting.
7. The committee to report at each full Council meeting.
 - a. These reports may take the forms:
 - i. Decisions made by the committee
 - ii. Financial statement
 - iii. Recommendations to be ratified by the full Council.
8. Only council members have a right to vote on any proposal put to the Committee, unless a non-council member is properly and legally and co-opted to such. A properly co-opted member will have voting rights.
9. If the minimum amount of 3 Councillors are not present to vote on any financial proposal it must be delayed until next available meeting.
10. Only Councillors are allowed to vote on financial decisions and all 3 Councillors must be in unanimous agreement or the financial decision must go to full council.
11. All meetings to be minuted and the minutes circulated to committee members before presentation to the full Council.
12. All correspondence including emails must be copied to the West Mersea Town Clerk, Group Chairman, Mayor and Deputy Mayor in all cases.

Chairing meetings

The committee will appoint a Chair. In the absence of the committee Chair or Vice Chair at any meeting, the committee will appoint one of its members to chair the meeting.

Principal Objectives

1. Bradwell Decommissioning
2. Bradwell new Build

Duties and Functions:

Bradwell Decommissioning

- To monitor and report on the Local Community Liaison Council
- To monitor and report on any local meetings promulgated by either the De-Commissioning Authority or Company.
- To consider and review submissions given by agencies including but not limited to the Environment Agency, the Office for Nuclear Regulation (ONR), the nuclear decommissioning agency and their contributing consultants' documentation.
- To monitor and report on any local pressure groups
- To monitor and report on views expressed by Government, Maldon District or Colchester Borough Councils
- Recommend the view that should be taken by WMTC in respect of any of the above bearing in mind the WMTC delegated powers.
- To consider any other issue that the Committee may consider relevant.

Bradwell New Build

- To monitor and report on the Local Community Liaison Council
- To monitor and report on any local meetings promulgated by planners or Authorities in respect of new build
- To monitor and report on any local pressure groups
- To monitor and report on views expressed by Government, Maldon District or Colchester Borough Councils
- Recommend the view that should be taken by WMTC in respect of any of the above bearing in mind the WMTC delegated powers.
- To consider and review submissions given by agencies including but not limited to the Environment Agency, the Office for Nuclear Regulation (ONR) and their contributing consultants' documentation.
- Recommend spending, if any, in relation to the above
- To consider any other issue that the Committee may consider relevant.

Confidentiality

1. Respect for all members and public attending the meeting must be upheld at all times.
2. No swearing or shouting.
3. No personal disputes to be discussed.
4. Confidential information that needs to be discussed at the next meeting should be given to the Chairman in writing prior to any meeting so that a confidential section of the meeting can be included on the Agenda (where the public may be asked to leave) at least 7 days' notice is required.
5. Complaints should be put in writing to the Chairman and in the case of the complaint being about the Chairman should be sent directly to the Town Clerk.
6. Raise hand to speak and wait for the person speaking to finish.

Budget

Councillors may spend up to allocated amounts listed below:

- i. A budget to be set and allocated by full council at start of financial year.
- ii. The committee must keep to the Cost Centre agreed annual budget and ensure no overspend should receipts fall. Expenditure can be increased provided covered by matching receipts
- iii. The committee Chairman must be present for each financial decision to ensure clarity. Chairman is fully responsible for the Budget.

Urgency Provision

- In the event that an urgent or immediate response is required to a matter within the terms of reference of the committee, the Town Clerk is AUTHORISED following consultation with the chairman or in their absence the Mayor/Deputy Mayor to take such action as is necessary to respond to the situation and to report back to the next available meeting.

Progress Tracker

1. Progress tracker to be used and kept up to date.

Date: 1 December 2016

Minute reference: 6381

Reviewed and updated: 16 May 2019

Minute reference: 19/110

Reviewed: 25 June 2020

Minute reference: 20/138

Next review: June 2021