



COMMITTEE CHARTER

Scone Town Revitalisation Committee

Date adopted by Council	29 August 2022
Minute number	MINS-100/22
Endorsed by	Scone Town Revitalisation Committee
CM Ref	CD-25/22
Due for review	At the expiry of the term of the current Council
Responsible officer	Manager Strategic Projects



Aim

The purpose and objectives of the Scone Town Revitalisation Committee is to provide advice and recommendations to Council on the implementation of the master plans to upgrade Scone CBD and surrounds, as adopted by Council.

Membership

The membership of the committee include 2 councillors and 5 members of the Scone community (additionally the mayor may attend and vote as a member of the committee).

If a member resigns from the committee it shall be in writing provided to the chair of the Committee.

Any and all vacant membership roles shall be advertised on council's website and social media for 14 days and interested candidates reported to Council for selection and endorsement at Council meeting.

The term of membership of the committee members shall be up until 30 days prior to the term of the council or until the council elects to extinguish the committee.

The General Manager or their nominee(s) shall be a non-voting advisor(s) to this Committee.

Office Bearers

The Committee shall elect a Councillor Chairperson at the first meeting of the Committee who shall remain in office for the period of the Council term.

Meetings

~~Meetings shall be nominally on a Tuesday at 6pm, second week in the month.~~

Meetings shall be on a as need basis or 3 monthly at 6pm.

Notice of meeting will be given at least 1 week in advance, by way of calendar invite sent out via email.

Meeting preparation shall be coordinated by the Manager Strategic Projects. The role of the coordinator will be to prepare and distribute agenda and business papers, ensure minutes are taken and distributed, and to facilitate discussion in consultation with the Chair.

Meeting minutes, agendas and documents for the meeting will nominally be distributed one week prior to the meeting.

Venue

The Committee shall meet at the Scone Council Chambers, 135 Liverpool Street Scone.



Quorum

A quorum will exist when three (3) members are present, with at least one (1) being a Councillor.

Version History

Version No.	Date	CM Ref	Reason for Review
1	14 June 2022		First edition (Draft for Committee approval)
2	5 July 2022		
3	3 August 2022		