



## **Terms of Reference**

### **Council and Committees**

**Adopted by Pontypool Community Council  
at the Finance, Governance and Policy Committee  
held on 28<sup>th</sup> February 2024**

#### **Membership of Committees**

In relation to membership, each committee consists of 12 members, appointed at the Annual Meeting of the Council in May, with the exception of Establishment which is 10 members including the Leader and Chair of the Council to serve as ex-officio members on all Council Committees during their term of office. (with normal voting rights).

(Membership can be reviewed by the Council at any time)

1. Adopted by Pontypool Community Council at the Finance, Governance and Policy Committee held on 7th February 2024.
2. Review due at the Annual Council Meeting 2024.

[www.pontypoolcc.gov.uk](http://www.pontypoolcc.gov.uk)

## **SECTION 6** **REVISED CONSTITUTION 2024**

### **1. COMPOSITION OF COMMITTEES**

1.1 Representation on Committees will be as follows:-

<b><u>Finance, Governance and Policy</u></b>	<b><u>Planning and Environment</u></b>	<b><u>Events</u></b>	<b><u>Establishment</u></b>	<b><u>Biodiversity Sub Committee</u></b>
12	12	12	10	8
including	including	including	including	Including
Chairman & Leader	Chairman & Leader	Chairman & Leader	Chairman & Leader	Chairman Leader
(Ex-officio)	(Ex-officio)	(Ex-officio)		
Quorum: 4	Quorum: 4	Quorum: 4	Quorum: 3	

1.2 The Chair and Leader of Council shall sit on all the above committees in an ex officio capacity.

1.3 The Establishment Committee will usually comprise of the Chairman and Vice Chairman of the Council plus the Chair and Vice-Chair of Committee(s) plus one other member from opposition as agreed by Council.

1.4 A Disciplinary and an Appeals panel (consisting of 3 members each) will be set up, but these members must not be members of the Establishment committee.

### **2. CYCLE OF MEETINGS**

1. Committee meetings will be held cyclically as follows:-

(a) Finance, Governance and Policy Committee shall be held on the first Wednesday of each month; (excluding May, August and December) at 6.30 pm

(b) Events Committee shall be held every other month on the second Wednesday of the month; prior to the Planning and Environment

Committee (January, March, June, September and November excluding May, August and December) at 5.30 pm

- (c) Planning and Environment Committee shall be held on the second Wednesday of each month; (excluding May, August and December) at 6.30 pm.
  - (d) Establishment Committee shall be held bimonthly on the first Wednesday of the month prior to the Finance, Governance and Policy committee (January, March, June, September and November) at 5.30 pm.
- 2. Full Council meetings will be held on the last Wednesday of the month at 6.30 pm.
  - 3. Additional Council/Committee meetings may be called by the Chair of the Council/Chair of Committee in liaison with the Clerk as necessary provided that the legal required notice is given.

### **TERMS OF REFERENCE FOR PONTYPOOL COMMUNITY COUNCIL AND ITS COMMITTEES**

The Terms of Reference of the committees are as follows:-

#### **1. POLICY AND FINANCE COMMITTEE**

- 1. To determine the financial resources required by the Community Council to enable it to fulfil its statutory obligations and provide services for the well-being of its community, namely:
  - a. Preparing the annual revenue budget and making recommendations to Council for the precept required.
  - b. Approving other committee revenue estimates
  - c. Preparing, if appropriate, a capital budget
  - d. Deciding upon borrowing requirements, establishing reserve funds and investments and overseeing the council's banking arrangements.
  - e. Approving the Council's charging policy for services.
- 2. To monitor the effectiveness and adequacy of the system of internal financial control by:
  - a. Ensuring financial Standing Orders are being followed
  - b. Ensuring a sound system of internal audit is operational on receipt of the annual report
  - c. Monitoring income and expenditure with the annual budget
  - d. Ensuring that books of accounts are being properly maintained, and are up to date with best practice.

- e. Authorising the writing off of bad debts and other items in accordance with approved financial regulations.
  - f. Ensuring that bank reconciliations are undertaken regularly.
  - g. Ensuring compliance with financial instructions
3. To approve financial transactions of both receipts and payments, bank transfers etc.
  4. To identify and manage business risks which may prevent the Council achieving its aims and objectives.
- 1.5 To manage the finances of the Council in accordance with the law and the Council's Standing Orders and Financial Regulations.
  - 1.6 To affect necessary insurance cover on all buildings and property owned by the Council and such other insurances relating to members and officers, and in respect of any other matters as may be necessary.
  - 1.7 To receive and approve the Council's annual statement of accounts in accordance with the current Accounts and Audit Regulations
  - 1.8 To determine applications for financial assistance and financial contributions to outside bodies except as provided elsewhere within these terms of reference; to monitor the effectiveness of the grants and Local Voluntary Funding schemes; to have delegated powers to award LVF grants.
  - 1.9 To determine the strategy and operational matters relating to information technology.
  - 1.10 To review constitutional issues and make recommendations to the Council.
  - 1.11 To consider the implementation of a Strategic Plan for the Council.
  - 1.12 To consider recommendations from other committees or working groups on the establishment or amendment to policies within their terms of reference and to recommend to the Council any such proposal
    - be approved or not approved; or
    - be varied; orbe referred back to the committee by which the matter was submitted for further consideration by that committee.
  - 1.13 To deal with corporate or other issues not otherwise within the terms of reference of any other committees.
  - 1.14 To monitor the overall effectiveness of the Council's services.

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- 1.15 To develop partnerships with other authorities, agencies and organisations for the effective delivery of services and the provision of facilities consistent with the aims, objectives, policies and programmes of the Council.
- 1.16 To determine, review, monitor and oversee the Council's Welsh Language Policy as required.
- 1.17 To develop and review Council policies such as the General Data Protection Regulations and the Council Constitution

## **2. PLANNING AND ENVIRONMENT COMMITTEE**

- 1. To consider and respond to the Local Development Plan Framework in matters relating to control and development and to have delegated powers with regard to responses and comments on Planning application(s)
- 2. To consider and respond to the Planning Authority in matters relating to statutory structure and local plans.
- 3. To consider and respond to the relevant body in respect of highway matters.
- 4. To consider and respond to the relevant body in respect of listed buildings and ancient monuments.
- 5. To consider and respond to the relevant body in respect of conservation orders and environmental matters.
- 6. To consider and respond to the relevant body in respect of tree preservation.
- 7. To consider and respond to the relevant body in respect to all environmental issues.
- 2.8 To receive minutes and consider all matters relating to the Biodiversity Sub Committee.
- 2.9 To receive and consider reports and minutes in relation to the partnerships with Torfaen County Borough Council.
- 2.10 To oversee and recommend the awarding of Environmental Grants.
- 2.11 To consider and make recommendations to Council with regard to the provision of play equipment; the installation of doggy and litter bins; the purchase and siting of notice boards and benches.
- 2.12 To manage and monitor the budget of the Committee.

## **3. EVENTS COMMITTEE**

[HTTPS://PONTYPOOLCC.SHAREPOINT.COM/SITES/PONTYPOOLCCDOCS/DOCUMENTS/14 POLICIES AND PROCEDURES/AGREED POLICIES WORD/COUNCIL'S TERMS OF REFERENCE FEB 24.DOCX](https://pontypoolcc.sharepoint.com/sites/pontypoolccdocs/documents/14%20Policies%20and%20Procedures/Agreed%20Policies%20Word/Council's%20Terms%20of%20Reference%20Feb%2024.docx)

- 3.1 To discuss and make recommendations with regard to the organisation of the following Council events.
- Party In the Park
  - Inter Schools' Eisteddfod
  - Environmental Quiz
  - Environmental Grants
  - Christmas Cavalcade
  - Garden Competition
  - Poet of Pontypool
  - Charity Concert
  - Photographic competition
  - Twinning activities.
  - Presentation Evenings
- 3.2 To approve the purchase and installation of the Christmas lights and the Christmas trees
- 3.3 To oversee the awarding of Council testimonials.
- 3.4 To manage and monitor the budget of the Committee.

#### **4. ESTABLISHMENT COMMITTEE**

- 4.1 To determine matters relating to manpower planning, organisation structures and staffing.
- 4.2. To exercise on behalf of the Council its powers relating to:
- a. Recruitment, rates of remuneration, termination of service, education, training, conditions of service, career development and all other similar matters relating to employees and members of the Council.
  - b. Organisational development reviews and surveys, efficiency reviews, work study, performance indicators.
  - c. To consider all matters concerning working conditions, employee services, staff welfare, agreements regarding salaries and wages, sickness and grievance procedures, disciplinary measures, appeals and disputes and consultation with employees and their representatives.
  - d. To exercise any discretion in respect of any employee under the Local Government Superannuation Acts and Regulations and membership of the local Government Pension Service.

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e. To deal with all other routine human resource matters within the general policies of the Council.

4.3 To manage and monitor the budget of the Committee.

4.4 To undertake the annual review of staffing and pay structures.

## **5. COUNCIL**

5.1 To approve / confirm minutes of Council and Committees.

5.2 To consider correspondence from Parliamentary, the Welsh Assembly, local authorities and other bodies in respect of consultative and other documents.

5.3 To consider and make recommendations to the Council upon electoral matters, review of local government areas and alterations in boundaries.

5.4 To delegate responsibility for certain matters to the Clerk and/or a committee in accordance with s.101 Local Government Act 1972.

5.5 To approve the final budget and set the annual precept.

5.6 To ensure that the Council works in accordance with the goals and ways of working as set out in the Well Being Future Generations Act 2015; to meet the objectives of the Public Service Board and Torfaen County Borough Council with regards to Well Being.

5.7 To ensure that the Council implements the relevant provisions from the Local Government and Elections (Wales) Act 2021.

5.8 To approve/confirm minutes of working groups.

5.9 To receive and consider motions from members.

5.10 To consider any other matters as directed by the Council and in accord with Standing Orders.