



CYNGOR TREF LLANDEILO FAWR TOWN COUNCIL

Llandeilo Town Council Terms of Reference

Proposed July 2023

Adopted August 2023

Review June 2024

FINANCE COMMITTEE

Membership

Membership of the committee will be decided at the Annual Meeting of the Council. The Mayor and Deputy Mayor shall be ex officio members.

The Committee will comprise of all councillors. The quorum of the Committee shall be 4 voting Members.

Meetings

The committee consists of all council members. Financial Matters will be on each Full Council agenda and discussed at that meeting

Meetings of the Finance Committee will take place at the request of full council for specific tasks defined by full council.

Terms of Reference

- The Committee is a committee of The Council.
- The Committee shall function and operate in accordance with The Council's approved Standing Orders.
- Membership of the committee shall be ratified at the Council's Annual Council Meeting each year.
- The Chair and Vice Chair shall be elected annually by the Committee at the Annual General Meeting

Responsibilities

The Committee, subject to the instruction of full council, may undertake the following roles and functions:

- To review budgets and reserves set out by the Responsible Financial Officer
- To approve payments at the discretion of the Council
- The Committee may be empowered to act on behalf of the Council in respect of tenders, quotations, contracts and appointment of contractors, subject to the expenditure restrictions outlined above and to compliance with relevant standing orders and financial regulations
- Issue annual precept

Delegated Powers

The Chair of Finance will be expected to carry out quarterly checks for sound financial practice and report to full council.

The Town Clerk/RFO shall have the following delegated powers:

- To action payments as recommended by the Council
- To action payments in line with their duties, as governed by the Council's Standing Orders.
- To action and set payments in line with annual direct debits and standing orders, passed in the Annual General Meeting

PLANNING COMMITTEE

Membership

Membership of the committee will be decided at the Annual Meeting of the Council. The Mayor and Deputy Mayor shall be ex officio members.

The Committee will comprise of all councillors. The quorum of the Committee shall be 4 voting Members.

Meetings

The committee consists of all council members. Planning Matters will be on each Full Council agenda and discussed at that meeting

Meetings of the Planning Committee will take place at the request of full council for specific tasks defined by full council.

Terms of Reference

- The Committee is a committee of The Council.
- The Committee shall function and operate in accordance with The Council's approved Standing Orders.
- Membership of the committee shall be ratified at the Council's Annual Council Meeting each year.
- The Chair and Vice Chair shall be elected annually by the Committee at the Annual General Meeting

Responsibilities

The Committee ,subject to the instruction of full council, may undertake the following roles and functions:

- To consider all planning applications received from Carmarthenshire County Council
- Receipt of Decision Notices from Carmarthenshire County Council
- Any other matter of a non-strategic nature relating to town planning
- Highways and transportation matters
- Conservation plans
- Conservation area

Delegated Powers

The Committee shall have the following delegated powers:

- To add comment to any planning application as per LTC Planning Guidelines
- To examine, review and develop, on behalf of the Council, various policies, strategies and plans relating to its subject area.
- To arrange for appropriate community engagement on issues linked to the purpose of this committee.

- Attend meetings and/or courses to remain updated in changes in national Planning Policies

The Town Clerk shall have the following delegated powers:

- To submit responses to planning applications and public consultations as directed by the Council.
 - To take other actions as is necessary to fulfil their duties, and governed by the Council's Standing Orders.
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PARKS AND GREEN SPACES COMMITTEE

- The Committee is a committee of The Council.
- The Committee shall function and operate in accordance with The Council's approved Standing Orders.
- Membership of the Committee shall be ratified at The Council's Annual Council Meeting.
- The Chairman shall be elected annually by the Committee.
- The Committee will meet at least quarterly or more frequently as required.
- The meeting will be called by the Chairman of the Committee.
- Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting as required.
- The minutes may be recorded by the Clerk or a member of the committee.
- The Town Clerk will be responsible for arranging the distribution of the agenda and minutes.

Membership

The Committee will consist of no fewer than six town Councillors, and at its first meeting will elect a Chairman to preside over future meetings – to be re-elected each year following Annual General meeting. It will also elect a Vice Chairman if thought appropriate, although any elected member can preside by agreement in the Chairman's absence.

A quorum will be a minimum of three elected Members. Chair and Vice Chair of Full Council will have automatic membership and full voting rights.

The Annual Meeting of the Council can re-confirm the Group's membership and terms of reference or appoint other members to serve for the forthcoming civic year.

Responsibilities

The Committee shall undertake the following roles and functions:

- To consider any matters concerning the Parks and Open Spaces which may from time to time be referred from The Council.
- Work closely with the Facilities Officer to regularly review the condition of each area of responsibility.
- To develop plans for the future needs and costs of maintenance of each area.
- To maintain a record of forthcoming events in Parks, including Volunteer mornings
- To oversee the management and implementation of volunteer days in the parks

Delegated Powers

The Committee shall have the following delegated powers:

- To make recommendations to the Council for consideration and approval.
- The Committee has Delegated Powers with an expenditure limit of £1000 per item subject to an annual cap, as per the yearly allocated budget
- At the sole discretion of the chairman, the committee can make decisions on low level items but on more important issues the committee will make recommendations to full council.
- To appoint appropriate Sub-Committees or Working Parties to facilitate the work of the Committee.
- To examine, review and develop, on behalf of The Council, various policies, strategies and plans relating to its subject area. Including the Section 6 biodiversity policy to be completed every 3 years
- To arrange for community engagement on issues and ideas in the parks
- Review tree surveys for open spaces and approve a schedule of recommended work.
- Facility Officer to check insurances and safety inspections from event holders where required and within the Council's Standing Orders.

The Chairman shall have the following delegated powers

- Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval or otherwise to the next meeting of that Committee.

The Town Clerk shall have the following delegated powers

- To approve the use of the Council's Open Spaces for events, and sign the relevant contracts on behalf of the Council.
- To take such action as is necessary to ensure the safety and security of those who use The Council's Open Spaces, including checking insurance and Health & Safety Certificates where necessary.
- To take such action as is necessary to fulfil their duties as governed by the Council's Standing Orders.

PUBLICATIONS COMMITTEE

- The Committee is a committee of The Council.
- The Committee shall function and operate in accordance with The Council's approved Standing Orders.
- Membership of the Committee shall be ratified at The Council's Annual Council Meeting.
- The Chairman shall be elected annually by the Committee.
- The Committee will meet at least quarterly or more frequently as required.
- The meeting will be called by the Chairman of the Committee.
- Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting as required.
- The minutes may be recorded by the Clerk or a member of the committee.
- The Town Clerk will be responsible for arranging the distribution of the agenda and minutes.

Membership

The Committee will consist of no fewer than four town Councillors, and at its first meeting will elect a Chairman to preside over future meetings – to be re-elected each year following Annual General meeting. It will also elect a Vice Chairman if thought appropriate, although any elected member can preside by agreement in the Chairman's absence.

A quorum will be a minimum of two elected Members. Chair and Vice Chair of Full Council will have automatic membership and full voting rights.

The Annual Meeting of the Council can re-confirm the Group's membership and terms of reference or appoint other members to serve for the forthcoming civic year.

Responsibilities

The Committee shall undertake the following roles and functions:

- To consider any matters concerning the publication of Llandeilo Town Council in the public domain
- Work closely with the Clerk to regularly review the condition of each area of responsibility.
- To develop plans for the future. Including possible cost implications
- To oversee the management and implementation of all LTC media. Including Website, social media, news articles.

Delegated Powers

The Committee shall have the following delegated powers:

- To make recommendations to the Council for consideration and approval.
- The Committee has Delegated Powers with an expenditure limit of £150 per item subject to an annual cap, as per the yearly allocated budget
- At the sole discretion of the chairman, the committee can make decisions on low level items but on more important issues the committee will make recommendations to full council.
- To appoint appropriate Sub-Committees or Working Parties to facilitate the work of the Committee.
- To examine, review and develop, on behalf of The Council, various policies, strategies and plans relating to its subject area.
- To arrange for community engagement on issues and ideas regarding better communication.

- Facilitate an annual newsletter to be circulated to Full Council for approval per annum

The Chairman shall have the following delegated powers

- Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval or otherwise to the next meeting of that Committee.

The Town Clerk shall have the following delegated powers

- To approve any media or content to be placed on the website and social media
- To update policies on the website when reviewed
- To update Council and Councillor information on the website
- To take such action as is necessary to fulfil their duties as governed by the Council's Standing Orders.

STAFFING COMMITTEE

MEMBERSHIP AND TERMS OF REFERENCE

The Working Party (Councillors) shall be appointed at the Annual meeting of the Community Council.

Four members of the Council.

The Chair shall be appointed at the first committee meeting held following the Annual Council meeting.

QUORUM – Four Councillors

MEETINGS – Meetings will be held on an ad hoc basis as and when required.

TERMS OF REFERENCE

- a) To manage and update all aspects of staff such as job descriptions, work that is expected within the given hours
 - b) To update job roles/descriptions and Staff contracts
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DISCIPLINARY AND GRIEVANCES COMMITTEE

MEMBERSHIP AND TERMS OF REFERENCE

The Working Party (Councillors) shall be appointed at the Annual meeting of the Community Council.

Four members of the Council.

The Chair shall be appointed at the first committee meeting held following the Annual Council meeting, permitting a meeting is required

QUORUM – Four Councillors

MEETINGS – Meetings will be held on an ad hoc basis as and when required.

TERMS OF REFERENCE

a) To deal with any staff or councillor disciplinary of grievance

APPEALS COMMITTEE

MEMBERSHIP AND TERMS OF REFERENCE

The Working Party (Councillors) shall be appointed at the Annual meeting of the Community Council.

Four members of the Council.

(Different to the 4 councillors on Disciplinary and Grievance Committee)

The Chair shall be appointed at the first committee meeting held following the Annual Council meeting, permitting a meeting is required

QUORUM – Four Councillors

MEETINGS – Meetings will be held on an ad hoc basis as and when required.

TERMS OF REFERENCE

a) To deal with any staff or councillor appeal to a disciplinary or grievance

EVENTS COMMITTEE

- The Committee is a committee of The Council.
- The Committee shall function and operate in accordance with The Council's approved Standing Orders.
- Membership of the Committee shall be ratified at The Council's Annual Council Meeting.
- The Chairman shall be elected annually by the Committee.
- The Committee will meet at least quarterly or more frequently as required.
- The meeting will be called by the Chairman of the Committee.
- Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting as required.
- The minutes may be recorded by the Clerk or a member of the committee.
- The Town Clerk will be responsible for arranging the distribution of the agenda and minutes.

Membership

The Committee will consist of no fewer than four town Councillors, and at its first meeting will elect a Chairman to preside over future meetings – to be re-elected each year following Annual General meeting. It will also elect a Vice Chairman if thought appropriate, although any elected member can preside by agreement in the Chairman's absence.

A quorum will be a minimum of two elected Members. Chair and Vice Chair of Full Council will have automatic membership and full voting rights.

The Annual Meeting of the Council can re-confirm the Group's membership and terms of reference or appoint other members to serve for the forthcoming civic year.

TERMS OF REFERENCE

a) The committee, in line with the Clerk, is responsible for generating a tender document to erect all Christmas light decorations, including the Christmas Tree

b) Committee to put forward a contractor for Full council approval to repair and erect the lighting from tender process (a)

c) To manage the Christmas Lighting Anchor point testing every odd year e.e 2021, 2023, 2025 etc Lloyds British

d) To gain clearance from South Wales Trunk Road Agency in August/September to erect lights in November of each year

Responsibilities

The Committee shall undertake the following roles and functions:

- To consider any matters concerning all events of Llandeilo Town Council in the public domain
- To oversee the management and implementation of the current following events, alongside any new events that may come to fruition :-
 - Christmas Lights
 - Fireworks evening
 - Dydd Gwyl Dewi Celebration
 - Any other Council event.Examples such as Jubilee celebration, Party in the park, etc.
- Work closely with the Clerk to regularly review the condition of each area of responsibility
- To develop plans for the future. Including possible cost implications

Delegated Powers

The Committee shall have the following delegated powers:

- To make recommendations to the Council for consideration and approval.
- The Committee has Delegated Powers with an expenditure limit of £500 per item subject to an annual cap, as per the yearly allocated budget
- At the sole discretion of the chairman, the committee can make decisions on low level items but on more important issues the committee will make recommendations to full council.
- To appoint appropriate Sub-Committees or Working Parties to facilitate the work of the Committee.
- To examine, review and develop, on behalf of The Council, various policies, strategies and plans relating to its subject area.

- To arrange for community engagement on issues and ideas regarding new events
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The Chairman shall have the following delegated powers

- Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval or otherwise to the next meeting of that Committee.

The Town Clerk shall have the following delegated powers

- To approve any spend approved by the committee
- To take such action as is necessary to fulfil their duties as governed by the Council's Standing Orders.
- To approve the use of the Council's Open Spaces for events, and sign the relevant contracts on behalf of the Council.
- Work closely with the Facilities Officer to organise each event as per council approval and instruction

VOLUNTEER WORKING PARTY

MEMBERSHIP AND TERMS OF REFERENCE

The Working Party (Councillors) shall be appointed at the Annual meeting of the Community Council.

Four members of the Council.

The Chairman shall be appointed at the first Working Party meeting held following the Annual Council meeting.

QUORUM – There will be no quorum.

MEETINGS – Meetings will be held on an ad hoc basis as and when required.

TERMS OF REFERENCE

- To promote and encourage the use of volunteers through any means necessary
- To update the Volunteer policies and forms as and when required

c) To co-ordinate a minimum of one volunteer recruiting/celebratory event per annum

PROCEEDURES WORKING PARTY

MEMBERSHIP AND TERMS OF REFERENCE

The Working Party (Councillors) shall be appointed at the Annual meeting of the Community Council.

Four members of the Council.

The Chairman shall be appointed at the first Working Party meeting held following the Annual Council meeting.

QUORUM – There will be no quorum.

MEETINGS – Meetings will be held on an ad hoc basis as and when required.

TERMS OF REFERENCE

a) Committee is responsible for updating relevant documentation and legislation in line with Welsh Government, One Voice Wales and Carmarthenshire County Council guidelines.

b) To update and propose recommendations to the LTC Standing Orders

ENVIRONMENTAL WORKING PARTY

MEMBERSHIP AND TERMS OF REFERENCE

The Working Party (Councillors) shall be appointed at the Annual meeting of the Community Council.

Three members of the Council.

The Chairman shall be appointed at the first Working Party meeting held following the Annual Council meeting.

QUORUM – There will be no quorum.

MEETINGS – Meetings will be held on an ad hoc basis as and when required.

TERMS OF REFERENCE

- a) To promote and encourage the Councils Environmental footprint in its workings
- b) To update the relevant policies including the environmental policy and Section 6 Biodiversity report

YOUTH COUNCIL WORKING PARTY

MEMBERSHIP AND TERMS OF REFERENCE

The Working Party (Councillors) shall be appointed at the Annual meeting of the Community Council.

Three members of the Council.

The Chairman shall be appointed at the first Working Party meeting held following the Annual Council meeting.

QUORUM – There will be no quorum.

MEETINGS – Meetings will be held on an ad hoc basis as and when required.

TERMS OF REFERENCE

- a) To promote and encourage young people to get involved with Llandeilo Town Council
- b) Hold meetings with the young people of Llandeilo, inviting views for what is good and bad in Llandeilo. Working with local schools and community groups

ACCESSIBILITY WORKING PARTY

MEMBERSHIP AND TERMS OF REFERENCE

The Working Party (Councillors) shall be appointed at the Annual meeting of the Community Council.

Three members of the Council.

The Chairman shall be appointed at the first Working Party meeting held following the Annual Council meeting.

QUORUM – There will be no quorum.

MEETINGS – Meetings will be held on an ad hoc basis as and when required.

TERMS OF REFERENCE

- a) To tackle the issues regarding the accessibility in and around Llandeilo
 - b) Working with local groups and public bodies to make Llandeilo an accessible town for all, where possible
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LTC Terms Of Reference 27.09.2023