

LLANDOUGH COMMUNITY COUNCIL

POLICY & RESOURCES COMMITTEE

MEMBERSHIP AND TERMS OF REFERENCE

The Committee shall be appointed at the Annual meeting of the Community Council.

All members of the Council shall be members of the Committee.

The Chairman and Vice Chairman of the Council shall hold the same positions on the Committee.

QUORUM – Will be 4 members of the Committee

MEETINGS – Will be held on 3 occasions each year unless otherwise agreed by the Council/Committee.

TERMS OF REFERENCE

- a) To consider issues affecting policies of the Community Council.
- b) To revise existing Council policies and to devise new policies as and when required.
- c) To consider aspects of management of resources including the consideration of budget monitoring reports and the preparation of the draft annual budget.
- d) To review financial regulations and to undertake an annual risk assessment review.
- e) To be responsible for all personnel matters affecting the Council.
- f) To make recommendations to the full Council.

ENVIRONMENT AND AMENITIES COMMITTEE

MEMBERSHIP AND TERMS OF REFERENCE

The Committee shall be appointed at the Annual meeting of the Community Council.

All members of the Council with the exception of the Chairman of the Council shall be members of the Committee.

The Chairman and Vice Chairman of the Committee shall be appointed at the

first Committee meeting held following the Annual Council meeting.

QUORUM – Will be 4 members of the Committee

MEETINGS – Will be held on 3 occasions each year unless otherwise agreed by the Council/Committee.

TERMS OF REFERENCE

- a) To implement relevant policies of the Community Council relating to all amenities and, where appropriate, recommend amendments and new policies to the Council.
- b) To exercise the delegated powers and duties of the Community Council with respect to the provision, care, maintenance and development of Corbett Road allotments, Brook Green, village garden, village green and the reserve allotment site off Lewis Road.
- c) To oversee all community activities including the village fete, litter picks, rogation walk, BELLS scheme and Christmas decorations.
- d) To submit proposals to the Community Council for new and improved services.
- e) To regularly review the condition of the village and consider actions required to address specific issues.

VILLAGE FETE 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 along with representatives of local organisations.

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

QUORUM – There will be no quorum.

MEETINGS – Will be held on 3 occasions each year unless otherwise agreed by the Council/Working Party.

TERMS OF REFERENCE

- a) To organise the annual village fete in conjunction with representatives of local organisations.
- b) To undertake a health and safety risk assessment for the fete.

ALLOTMENTS 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 along with representatives of the Allotment Association.

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

QUORUM – There will be no quorum.

MEETINGS – Will be held on 4 occasions each year unless otherwise agreed by the Council/Working Party.

TERMS OF REFERENCE

- a) To oversee the management of the Corbett Road allotments site.
- b) To undertake site inspections of the allotments on a regular basis and report back matters of concern to the Council.
- c) To organise the annual meeting of allotment tenants.
- d) To annually review allotment rent charges.

HEALTH AND SAFETY 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 review annually and, where necessary, revise the Community Council's Health & Safety Policies for approval by the Council.
- b) Provide support and advice to the Clerk on health and safety issues.
- c) Consider any reports of accidents and other health and safety incidents and agree with the Clerk any lessons to be learned and actions to be taken.
- d) Agree with the Clerk a programme of safety audits/inspections of the Council's amenities and participate in such a programme with the Clerk.