

BRACKLA COMMUNITY COUNCIL



MEMBERSHIP AND TERMS OF REFERENCE

APPEALS COMMITTEE

The committee shall be appointed at the Annual Meeting of the Community Council.

Quorum – Will be 3 members of the committee

Meetings – Will be held on an ad hoc basis as and when it is required.

Terms of Reference

- a) Considering and deciding whether individual appeals have established grounds for appeal according to the disciplinary or grievance procedures.
- b) To gather further evidence at appeal committee hearings and to decide, on the basis of that information, whether an appeal should be upheld or rejected.

COMPLAINTS COMMITTEE

The committee shall be appointed at the Annual Meeting of the Community Council

Quorum – Will be 3 members of the committee

Meetings – will be held on an ad hoc basis as and when it is required

Terms of Reference

- a) To promote the maintenance of high standards of conduct by Members, whether elected or co-opted, to prevent, or minimise, complaints being made
- b) Whilst maintaining confidentiality at all times, the Committee will make known its findings at the next appropriate Council meeting.

COMMUNITY CENTRE COMMITTEE

The committee shall be appointed at the Annual Meeting of the Community Council

Quorum – Will be 3 members of the committee

Meetings – Will be held on 4 occasions each year unless otherwise agreed by the Council/Committee

Terms of Reference:

- a) To monitor the finance of the Community Centre;
- b) To consider the marketing and promotion for the Centre;
- c) To consider the health and safety matters relating to the Centre;
- d) To consider matters relating to the maintenance and utilities for the Centre;
- e) To consider any ad hoc item as referred to the Committee that relates to the Community Centre;
- f) To make recommendations to Full Council on any matter concerning the Community Centre.

DISCIPLINARY/GRIEVANCE COMMITTEE

The committee shall be appointed at the Annual Meeting of the Community Council.

Quorum – will be 3 members of the committee

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

Terms of Reference

- a) Where the Complaint is upheld, to decide on the appropriate disciplinary sanction(s) against a Respondent.
- b) To consider any other matters delegated to the Committee by the Council

FINANCE COMMITTEE

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

Quorum – will be 3 members of the committee

Meetings – Will be held on 4 occasions each year unless otherwise agreed by the Council/Committee

Terms of Reference

- a) To monitor and update the Financial Regulations and ensure that they are observed by the Council.
- b) To monitor the financial administration of the Council
- c) To prepare the detailed budget of the Council and recommend to the full Council the annual budget and the annual precept to be levied.
- d) To ensure that the RFO prepares the accounts of the Council and arranges their internal and external audits.
- e) To review both General and Ear Marked Reserves and recommend any changes to the full Council.

HEALTH AND SAFETY COMMITTEE

The committee shall be appointed at the Annual Meeting of the Community Council.

Quorum – will be 3 members of the committee

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.

HUMAN RESOURCES/PERSONNEL

The Committee shall be appointed at the Annual Meeting of the Community Council

Quorum – will be 3 members of the committee

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

Terms of Reference

- a) To annually review the Clerk and RFO's salary level, contract of employment, job description and make recommendations to Full Council
- b) To ensure the Council's compliance with legislation relating to the employment of staff
- c) To draw up or consider any contract as delegated to them by Full Council for final submission and approval by Full Council.

PLANNING COMMITTEE

The Committee shall be appointed at the Annual Meeting of the Community Council

Quorum – will be 3 members of the committee

Meetings – Where the time constraints of a planning application means the deadline expires prior to the next meeting of Full Council, the Planning Committee may convene a meeting in order to consider said application. Meetings will therefore be held on an ad hoc basis as and when required.

Terms of Reference

- a) To review and respond on behalf of the Council to planning applications received for comment from Bridgend County Borough Council;
- b) The agreed response to the planning application will be despatched to the planning authority by the Clerk;

c) Any response will then be reported back to the Full Council at the next available opportunity for information purposes.

WELLBEING OF FUTURE GENERATIONS COMMITTEE

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

Quorum – will be 3 members of the committee

Meetings – Will be held at least 4 times a year

Terms of Reference

- (a) To develop and review the Community Council's 5 Year Plan, for final approval and regular monitoring by Full Council.
- (b) To develop a series of Wellbeing Objectives for the Community Council, for recommendation to Full Council.
- (c) To consider the establishment of a Wellbeing Assessment Tool for the Community Council to help inform its decision making and planning and to develop a focus of wellbeing in the local community.
- (d) To consider the Welsh Government's Wales Placemaking Charter and the development of a Placemaking Plan for Brackla that links with the Authority's Local Development Plan.
- (e) To consider how the Council can actively engage the community of Brackla and ensure that all ages are involved and represented.
- (f) To promote and encourage Environmental awareness and sustainability within the community and actively engage with local schools, organisations and businesses, to help implement associated plans and projects e.g. Biodiversity Plan and Brackla 'Love it, Don't Trash it' project.
- (g) To consider inviting individuals or local groups onto the Committee at specific times to utilise their knowledge and assist the Council and also consider how the Council and its Members can likewise get involved with local groups if requested.
- (h) To provide regular updates to Full Council on the Committee's work in order to seek and encourage contributions, ideas and commitments from all Council Members.