

Community Development Committee
Terms of Reference
Llandybie Community Council

1. Committee

The Community Development committee is constituted as a Standing Committee of Llandybie Community Council.

2. Members

Seven annually appointed voting members plus the Chair and Vice Chair of the Community Council.

The quorum of the committee shall be 3 members.

3. Voting

Only the above may vote and participate at a meeting. In the case of an equal vote the Chair shall have a second or casting vote.

4. Interests

If a member has a personal interest as defined by the Code of Conduct adopted by Llandybie Community Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

If a member who had declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

5. Chair

The Chair of the Committee will be the Vice Chair of the Council or the Chair, if the Vice Chair is absent.

6. Meetings

The Committee will meet as the workload requires, with a minimum of 5 working days notice given.

7. Terms of Reference

To review the Terms of Reference for the Community Development Committee when necessary and make appropriate recommendations to the full Council.

8. Responsibilities

Overall responsibility for the management of the Council's Community Development affairs in accordance with legislative requirements, regulations and guidelines.

These will include:

- a) Developing a shared vision for the social, economic and community development of Llandybie Community Council
- b) Monitor the changing needs of the community and advocate on how Llandybie Community Council may address these needs

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- c) Consider issues important to and affecting Llandybie Community and make recommendations to Council regarding the allocation of resources for expenditure within the community
- d) Provide a forum for members of the Community to raise issues of concern to the local community
- e) Ensure ongoing communication between community and the Council
- f) Provide advice from a broad community perspective on the current and future development of Llandybie Community Council
- g) Actively liaise with the residents of the to seek opinions from a broad cross-section of the community regarding the development of the area
- h) Encourage community input and support and participate in projects as necessary
- i) Invite advice from other community members or committees to assist with special projects
- j) Oversee the implementation and continuing development of the Community

Employment Committee
Terms of Reference
Llandybie Community Council

1. Committee

The Employment committee is constituted as a Standing Committee of Llandybie Community Council.

2. Members

Seven annually appointed voting members plus the Chair and Vice Chair of the Community Council.

The quorum of the committee shall be 3 members.

3. Voting

Only the above may vote and participate at a meeting. In the case of an equal vote the Chair shall have a second or casting vote.

4. Interests

If a member has a personal interest as defined by the Code of Conduct adopted by Llandybie Community Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

If a member who had declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

5. Chair

The Chair of the Committee will be the Vice Chair of the Council or the Chair, if the Vice Chair is absent.

6. Meetings

The Committee will meet as the workload requires, with a minimum of 5 working days notice given.

7. Terms of Reference

To review the Terms of Reference of the Employment Committee when necessary and make appropriate recommendations to the full Council.

8. Responsibilities

Overall responsibility for the management of the Council's employment affairs in accordance with legislative requirements, regulations and guidelines.

These will include:

1. To review staffing structures and levels and make recommendations to the Council.
2. To agree and review annually contracts of employment, job descriptions and person specifications for staff.
3. To review staff salaries and terms of conditions and make recommendations to Council.

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4. To appoint from its membership a recruitment panel when necessary and recommend appointments to Council.
5. To ensure the Council complies with all legislative requirements relating to the employment of staff.
6. To oversee the appointment and recruitment process of Council employees.
7. To respond to any staff disciplinary matter in accordance with the Council's Disciplinary Procedure and report to the Council on the outcome
8. To respond to any staff grievance in accordance with the Council's Grievance Procedure and to report to the Council on the outcome
9. To periodically review all employment policies and procedures, including the Grievance and Disciplinary Procedures, and the Equality Statement, Fairness and Dignity at Work Policy.

Finance Committee
Terms of Reference
Llandybie Community Council

1. Committee

The Finance committee is constituted as a Standing Committee of Llandybie Community Council.

2. Members

Seven annually appointed voting members including the Chair and Vice Chair of the Community Council.

The quorum of the committee shall be 3 members.

3. Voting

Only the above may vote and participate at a meeting. In the case of an equal vote the Chair shall have a second or casting vote.

4. Interests

If a member has a personal interest as defined by the Code of Conduct adopted by Llandybie Community Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

If a member who had declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

5. Chair

The Chair of the Committee will be the Vice Chair of the Council or the Chair, if the Vice Chair is absent.

6. Meetings

The Committee will meet as the workload requires but with grant applications being considered twice annually in February and September and with a minimum of five working days notice given.

7. Terms of Reference

To review the Terms of Reference of the Finance Committee when necessary and make appropriate recommendations to the full Council.

8. Responsibilities

Overall responsibility for the management of the Council's financial affairs in accordance with legislative requirements, regulations and guidelines.

These will include:

- a) The opening and closing of Bank Accounts and the transfer of funds between accounts.
- b) Providing accounts, end of year balance sheets and supporting documentation.
- c) Set up accounting practices and systems.
- d) Monitor the annual budget against expenditure and make recommendations to Council and committees.
- d) Preparing the Committee's annual estimates.

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- e) Consider all the Council's committees annual estimates to obtain an overall position of the Council's finances in order to make appropriate recommendations to Council and Committees.
- f) Recommending a precept to council
- g) To consider forward planning and provide earmarked reserves for the replacement of equipment, buildings and specific items of expenditure required in the future in order to lessen the precept burden in any one year.
- h) Undertaking an annual reviews of all fees, charges and allowances.
- i) To seek grant aid and appropriate support in respect of the responsibilities of the Council.
- j) To consider all applications for grants and donations to persons, bodies and organisations within the Communities and to make recommendations to the full Council.
- k) Making investments in the long and short term.
- l) Ensuring the Council is adequately insured, that this is reviewed annually and recommend accordingly. To instigate insurance claims being made.
- m) To produce a financial report annually, making it available to residents and the public.
- n) receive the report of the External Auditor and make recommend to the Council for the implementation of any recommendations.
- o) To review the Internal Audit procedures of the Council taking due regard of the scope of the audit and the Independence and Compliance of the Auditor

Committee to Raise the Profile
Terms of Reference
Llandybie Community Council

1. Committee

The Finance committee is constituted as a Standing Committee of Llandybie Community Council.

2. Members

Seven annually appointed voting members plus the Chair and Vice Chair of the Community Council.

The quorum of the committee shall be three members

3. Voting

Only the above may vote and participate at a meeting. In the case of an equal vote the Chair shall have a second or casting vote

4. Interests

If a member has a personal interest as defined by the Code of Conduct adopted by Llandybie Community Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

If a member who had declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

5. Chair

The Chair of the Committee will be the Vice Chair of the Council or the Chair, if the Vice Chair is absent.

6. Meetings

The Committee will meet as the workload requires, with a minimum of 5 working days notice given.

7. Terms of Reference

To review the Terms of Reference of the Raise the Profile Committee when necessary and make appropriate recommendations to the full Council.

8. Responsibilities

Overall responsibility for the management of the Raising the Profile of the Community council in accordance with legislative requirements, regulations and guidelines.

These will include

To establish practical and up-to-date methods of communication that enable a good working dialogue with

- a) members of the local community,
- b) appropriate outside authorities and other agencies,

Parks and Play Areas Committee
Terms of Reference
Llandybie Community Council

1. Committee

The Finance committee is constituted as a Standing Committee of Llandybie Community Council.

2. Members

Seven appointed voting members plus the Chair and Vice Chair of the Community Council.

The quorum of the committee shall be three members.

3. Voting

Only the above may vote and participate at a meeting. In the case of an equal vote the Chair shall have a second or casting vote.

4. Interests

If a member has a personal interest as defined by the Code of Conduct adopted by Llandybie Community Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

If a member who had declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

5. Chair

The Chair of the Committee will be the Vice Chair of the Council or the Chair, if the Vice Chair is absent.

6. Meetings

The Committee will meet as the workload requires, with a minimum of 5 working days notice given.

7. Terms of Reference

To review the Terms of Reference of the Parks and Play Areas when necessary and make appropriate recommendations to the full Council.

8. Responsibilities

Overall responsibility for the management of the Parks and Play Areas in accordance with legislative requirements, regulations and guidelines.

These will include:

- a) The maintenance and development of the Parks and Play areas
- b) To ensure that risk assessment inspections are carried out on a regular basis.
- c) To comply with all safety regulations and ensure that all high priority recommendations from the inspection reports are carried out as soon as possible.

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- d) To generate and actively support well considered ideas for creating, maintaining and improving the facilities, i.e. those judged likely to improve the quality of life for those living in the Community
- e) To oversee the maintenance and improvement of the 10 Parks and Play Areas of the Community i.e. grass cutting, hedge maintenance, herbicide application, leaf clearance, litter collection, shrub bed maintenance
- f) To ensure that all fences and gates are in a good state of repair
- g) To ensure access complies with all current standards
- h) To liaise and meet with representatives of all the sports groups which use the Park and play Areas

Planning Committee
Terms of Reference
Llandybie Community Council

1. Committee

The Planning committee is constituted as a Standing Committee of Llandybie Community Council.

2. Members

Seven annually appointed voting members including the Chair and Vice Chair of the Community Council.

The quorum of the committee shall be 3 members.

3. Voting

Only the above may vote and participate at a meeting. In the case of an equal vote the Chair shall have a second or casting vote.

4. Interests

If a member has a personal interest as defined by the Code of Conduct adopted by Llandybie Community Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

If a member who had declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

5. Chair

The Chair of the Committee will be the Vice Chair of the Council or the Chair, if the Vice Chair is absent.

6. Meetings

The Committee will meet monthly on the last Wednesday of every month except for in August and December.

7. Terms of Reference

To review the Terms of Reference of the Planning Committee when necessary and make appropriate recommendations to the full Council.

8. Responsibilities

Overall responsibility for the management of the Council's Planning affairs in accordance with legislative requirements, regulations and guidelines.

These will include:

- a) To consider local planning applications and other planning issues relating to Llandybie Community Council
- b) To respond as consultee to any planning application or any consultation document relating to planning.

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- c) To seek to ensure that the general environment within the Community is monitored, so far as is possible and to report to the appropriate authority any potential hazards, breaches, etc.
- d) To bear in mind environmental aspects when considering planning applications.
- e) To consider all planning aspects of development within the Community including representation and the use of external consultants or advisers.
- f) To seek to ensure high standards to planning for all new developmental activity within the Community and to seek to ensure that any development is commensurate with the character of the Community.
- g) To consider and monitor Development Plans and associated documents.

Policy Committee
Terms of Reference
Llandybie Community Council

1. Committee

The Policy committee is constituted as a Standing Committee of Llandybie Community Council.

2. Members

Four annually appointed voting members plus the Chair and Vice Chair of the Community Council.

The quorum of the committee shall be 3 members.

3. Voting

Only the above may vote and participate at a meeting. In the case of an equal vote the Chair shall have a second or casting vote.

4. Interests

If a member has a personal interest as defined by the Code of Conduct adopted by Llandybie Community Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

If a member who had declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

5. Chair

The Chair of the Committee will be the Vice Chair of the Council or the Chair, if the Vice Chair is absent.

6. Meetings

The Committee will meet as the workload requires, with a minimum of 5 working days notice given.

7. Terms of Reference

To review the Terms of Reference of the Policy when necessary and make appropriate recommendations to the full Council.

8. Responsibilities

Overall responsibility for the management of the Council's Policies in accordance with legislative requirements, regulations and guidelines.

These will include:

- a) To conduct a review of all Llandybie Community Council policies related to organizational communications, engagement and stakeholder relations, and make recommendations to council with respect to:
 - Necessary revisions to existing policies;
 - Elimination of inappropriate or unnecessary policies;
 - Adoption of new policies

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- c) to ensure the effective discharge of Council's tasks and responsibilities.
- d) Website to review and update regularly
- e) Grant Presentation evening
- f) Civic Service (as option of the Chair)
- g) Consider social media presence
- h) Park signage
- i) Donation Plaques

Rights of Way Committee
Terms of Reference
Llandybie Community Council

1. Committee

The Rights of way committee is constituted as a Standing Committee of Llandybie Community Council.

2. Members

Seven annually appointed voting members plus the Chair and Vice Chair of the Community Council.

The quorum of the committee shall be three members

3. Voting

Only the above may vote and participate at a meeting. In the case of an equal vote the Chair shall have a second or casting vote.

4. Interests

If a member has a personal interest as defined by the Code of Conduct adopted by Llandybie Community Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

If a member who had declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

5. Chair

The Chair of the Committee will be the Vice Chair of the Council or the Chair, if the Vice Chair is absent.

6. Meetings

The Committee will meet as the workload requires, with a minimum of 5 working days notice given.

7. Terms of Reference

To review the Terms of Reference of the Rights of Way Committee when necessary and make appropriate recommendations to the full Council.

8. Responsibilities

Overall responsibility for the management of the Public Highways and Right of Ways affairs in accordance with legislative requirements, regulations and guidelines.

These will include:

- To maintain Public Rights of Way, public footpaths, cycle and bridleway paths, wayside seating and Public Notice Boards and the provision of bus queue shelters

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- To supervise the Public Rights of Way of Llandybie Community Council so that they may remain open to the public
- To oversee the maintenance of Rights of Way with particular regard to safety of the public and the Community council legal responsibilities
- To allocate responsibility for regular inspection of Rights of Way
- To receive proposals, advice and complaints about Rights of Way from authorities, organisations, landowners and occupiers and the public
- To have regard for owners and occupiers of land over which Rights of Way run as well as the interests of users
- To consider any additional or variation to the Rights of Way network within the Community Council that it may feel appropriate, and refer them Carmarthenshire County Council
- To report significant aspects of the Committee's work to the Community Council at regular meetings. Such report may be made by the Chairman or his representative in person, or in writing, and should contain recommendations for support or finance from the Community Council.
- To allocate any funds to specific projects that the Council may, in its discretion, allot to the Committee for its use for rights of way
- To deal with Road safety measures in the form of Vehicle Activated Signs (VAS) and to advise/liaise with County Council regarding road safety issues and maintenance
- To maintain the public conveniences at Llandybie and Penygroes
- To maintain street lighting