

Terms of Reference for Full Council & Committees

The Acts and Proceedings of a Committee shall, in all respects, be subject to the provisions of Dyffryn Clydach Community Council's Standing Orders and Financial Regulations, except otherwise determined by Council.

Matters to be resolved by Full Council:

Leadership

- To appoint a Chair for the Council
- To confirm the appointment (or dismissal) of the Clerk/Proper Officer and Responsible Financial Officer

Finance

- To issue a precept
- To discuss and approve the borrowing of money
- To approve the End of Year accounts and Annual Return
- To appoint and Internal Auditor
- To appoint signatories for bank and building society accounts
- To review and amend Standing Orders and Financial Regulations
- To approve tenders in conjunction with Financial Regulations

Committees

- To agree the number of Committees, the numbers and names of Members appointed to each Committee
- To determine the functions and constitution of Committees and Sub-Committees
- To set dates of routine meetings of the Council and its Committees

Internal & External Membership

- To fill the Member vacancies occurring on any Committee or Council
- To appoint persons to fill vacancies on outside bodies ie School Governors

Governance

- To consider legislation and the consequences upon the Community Council and to determine Policy
- To resolve any agreements and recommendations submitted to the Full Council by appointed Committees
- To resolve the minutes of the previous Council Meeting and Committee Meetings at Full Council
- To review and update all Community Council Policies and procedures annually

Health & Safety

- To abide by the terms of the Community Council's Health and Safety Policies
- To consider and implement recommendations regarding all aspects of health and safety in relation to all properties and land owned or managed by the Community Council
- To consider and implement recommendations regarding all aspects of health and safety pertaining to Community Council employees

The Terms of Reference are revised on an annual basis and any amendments will be agreed at the Annual Meeting.

All members of Dyffryn Clydach Community Council may attend all meetings of the Council and speak there with the permission of the Chair, but will not have permission to vote unless they are a Member of that Committee.

The quorum of the Council shall be five (5) members as per the Standing Orders.