

Terms of Reference for Rogiet Community Council Committees

These terms of reference should be read in conjunction with Rogiet Community Council Standing Orders, in particular Sections 4 and 6.

The following terms apply to Council committees:

1. The committee will work with the clerk to compile recommendations to Council - **all committees are advisory only**
2. Council may appoint a new chair of or remove a member from the Committee at any time.
3. The committee shall hold no delegated powers on behalf of the Council unless expressly stated.
4. Anyone carrying out any duty as part of the Committee must make it clear to third parties i.e. anyone who is not a member of the Committee that they are acting for the Committee as opposed to the Council.
5. No member of the Committee shall publicly express an opinion as the Council's opinion unless that opinion has been minuted by the Council.
6. The minimum number of councillors shall be 3.
7. The quorum shall be 3.
8. The Chair will liaise with the clerk to ensure that minutes are produced for each committee meeting.

In addition, the following will apply to specific committees:

Finance Committee

1. To work with the clerk to review Council finances, including assessing financial risks, preparing a preliminary budget for review and approval by Council, advising on matters relating to major financial transactions and commitments, reviewing quarterly account and mid-year spending, source potential funding for projects.
2. The committee shall be made up of members only. No members of public to be part of the committee due to the confidential nature of discussions.

Human Resources Committee:

1. At the direction of Council, to form a panel of three members to address individual HR issues as and when they arise.
2. To report back to and advise Council regarding point 1.
3. The committee shall be formed of members only. No members of public to be part of the committee due to the confidential nature of discussions.

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Appeals Committee:

1. At the direction of Council, to form a panel of three members to address appeals to council decisions on individual HR issues as and when they arise. The three members of the appeals panel shall not be the same members as those who addressed the HR issue initially.
2. To report back to and advise Council regarding point 1.
3. The committee shall be formed of members only. No members of public to be part of the committee due to the confidential nature of discussions.

Hub Working Group:

1. At the direction of the council, to develop the feasibility, design, planning approval, build and operation of a new community building named Rogiet Hub.
2. The working group shall have no delegated authority other than reporting back recommendations to full council.
3. Members of the public could be invited to join the working group.

Windmill Post Working Group:

1. At the direction of the council, to plan and produce the Windmill Post magazine twice a year.
2. Members of the public could be invited to join the working group.

Hire Charges Working Group:

1. At the direction of the council, to research and recommend appropriate levels of rental / hire charges for the pavilion and other council facilities.
2. The working group shall be formed of members only.

Five-Year Plan Working Group:

1. At the direction of the council, to develop and recommend a Five-Year Plan for the communities of Rogiet, Llanfihangel and Common-y-coed.
2. The working group shall have no delegated authority other than reporting back recommendations to full council.
3. Members of the public could be invited to join the working group.