

COMMITTEES AND SUB COMMITTEES TERMS OF REFERENCE

Reviewed 6 May 2025

The Council has three other committees:-

- 1. Community Hall**
- 2. Land Management**
- 3. Environment**

FINANCE EMPLOYMENT AND POLICY COMMITTEE

Responsibilities:

- a) Make budget recommendations to the Council;
- b) Make any further recommendations to the Council with regard to finance
- c) Make recommendations on all employment matters
- d) Make recommendations and review all council policies
- e) Manage PEFTA (Pennard Energy Food and Technology Assistance) funds
- f) Make recommendations to the Council for changes to PEFTA procedures.
- g) Manage communications relating to PEFTA
- h) Oversee PEFTA budget.

Membership of the Finance and Employment Committee will be a Councillor delegate from each Committee, the Chair where possible with three making a quorum.

PLANNING COMMITTEE

Responsibilities:

- (a) Consider, if necessary by a site visit, all planning applications as received from the City and County of Swansea and make recommendations to the Council.
- (b) Track planning applications and report to the Council
- (c) Report any breaches of planning to the City and County of Swansea

Membership shall be all members of the Council including the Chair and Vice Chair with three making a

quorum.

Meetings should be held as and when required by receipt of planning applications.

OTHER COMMITTEES

COMMUNITY HALL

Responsibilities:

- (a) determining rental charges
- (b) addressing all disputes concerning invoices
- (c) promoting and monitoring the usage of the hall
- (d) determining and organising maintenance and improvement work to be carried out
- (e) setting annual budgets and forward planning for at least three years for maintenance and capital work
- (f) supervising and monitoring cleaning contractors
- (g) liaising with the Clerk on day to day issues
- (h) arbitrating with tenants in matters relating to tenancy

Membership shall be at least five members of the Council including the Chair and Vice-Chair of the Council with three making a quorum.

Meetings should be held not less than three times a year.

The committee should be mindful of the need for public safety at all times.

- (a) liaising with the Clerk on day to day issues

LAND MANAGEMENT

Establish Rules for the use of the Playing Field, Burial Ground and Land Outside the Community Hall

Responsibilities:

- (a) determining field rental charges
- (b) generally consider matters relating to hire income whilst keeping the field as a recreational area
- (c) make recommendations to Full Council for burial charges
- (d) determining and organising maintenance work to be carried out
- (e) setting annual budgets and forward planning for at least three years for maintenance and capital work

- (f) liaising with the Clerk on day to day issues
- (g) responsible for new pavilion working group

Membership shall be all members of the Council including the Chair and Vice-Chair of the Council with three making a quorum.

Meetings should be held not less than three times a year.

The committee should be mindful of the need for public safety at all times.

ENVIRONMENT

Responsibilities

- (a) consider environmental concerns within the community
- (b) organise the produce market
- (c) supervision and monitoring of youth workers
- (d) supervision of the youth working party
- (e) monitor the condition of the footpaths throughout the community and make appropriate recommendations
- (f) organise litter picks and anti-litter campaigns
- (g) reduce, reuse, recycle

Membership shall be at least five members of the Council with three making a quorum.

Meetings should be held not less than three times a year.

The committee should be mindful of the need for public safety at all times.

FINANCE EMPLOYMENT AND POLICY SUB COMMITTEE – Emergency Sub Committee

To respond to Community Emergency Situations eg. Major flood, pandemic, major fire.

Responsibilities:

- a) To manage Community Council response to the situation
- b) Manage activities to support residents
- c) Manage communications relating community emergency-support
- d) Oversee Council Emergency budget.
- e) Liaise with local businesses stakeholders and organisations regarding local issues relating to emergency situation.

Membership of the Finance Employment and Policy Committee (with three making a quorum) ;

Notice Period; three clear days unless a dire emergency then 24hrs notice.

No minimum number of meetings per year required.