

TREDEGAR TOWN COUNCIL

COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE

*** Committee Membership is appointed at the Annual Meeting of Council.*

Full Council / Civic Committee - all Members of Council (Quorum 6)

- Meetings of the Council shall be held on the first and third Wednesday of each month in the Council Chamber, Bedwellty House, Tredegar, and via Microsoft Teams, starting at 6.30 p.m. unless otherwise agreed.
In an election year the Annual Meeting shall be held on, or within 14 days, following the day on which the Councillors elected take office. In a year which is not an election year, the Annual Meeting shall be held on the first Wednesday in May, or such day in May as the Council may direct.

Performance Review Sub-Committee - all Members of Council (Quorum 6)

- Responsible for aspects of financial management in respect of the budget-setting progress and subsequent preparation / monitoring of the annual budget.
- Meetings are held on a quarterly basis.

Civic Sub-Committee - 9 Members (Quorum 3)

- Responsible for interviewing new groups / applicants.
- Authorise spend in line with allocated budget and ensure compliance with relevant Legislation, e.g. s137.
- Meetings are held as and when required.

Finance & Staffing Sub-Committee - 9 Members (Quorum 3)

- Responsible for matters of finance and accountancy, including consideration of grant applications, contracts and tenders, commissioning and operation of services, etc.
- Responsible for personnel matters, e.g. Termination of service, grievances, pay salary awards and increments.
- Meetings are held as and when required.

Policy Sub-Committee - all Members of Council

- Responsible for matters relating to policies and procedures of Council, e.g. annual review and revision of existing Policy (such as Financial Regulations, Internal Finance Controls, Risk Management and Standing Orders), devising new policies based on need.
- Meetings are held on an annual basis, unless otherwise required.

Events Sub-Committee - 9 Members (Quorum 3)

- Responsible for organising events and ceremonies - To incorporate meetings of the Publicity Sub-Committee and Website Working Party in relation to management of the website and social media.
- To organise events in conjunction with representatives of local groups and organisation to strengthen community links and support.
- Meetings are generally held on a monthly basis during events period (March to November).

Appeals Committee - 6 Members (Quorum 3)

- Responsible for consideration of complaints from personnel and / or their representatives.
- To hear appeals from members of staff against decisions made that relate to them as individuals (such as pay, discipline, grievance and dismissal).
- Meetings are held as and when required.

Heritage Sub-Committee - 10 Members (Quorum 4)

- Responsible for heritage matters, encompassing Bedwellty House and Park, the Assembly Room Picture Gallery, Tredegar War Memorials and Tredegar Town Clock, with plenary powers up to £500.00.
- Meetings are held as and when required.

Tredegar Public Facilities Sub-Committee

- Responsible for services owned (leased) and managed by Council, incorporating the public conveniences located in the shopping precinct, the Deighton Playing fields and Sirhowy Community Garden, three allotment sites and the Town Clock.
- To exercise duties regarding provision, care / maintenance and development of Council green spaces and allotments.
- To oversee management of Council assets.
- Meetings are held as and when required.

Community, Youth and International Sub-Committee

- Responsible for interaction with the community to engage with young people in relation to views and opinions of that generation.
- Meetings are held as and when required.

'Tredegar Live' / One Voice Wales Climate Change Adaptation Programme

- Responsible for consideration on a range of issues such as energy use, water use, protecting nature, etc.
- Meetings are held as and when required.

Planning

One Town Council representative designated per Ward, i.e. Georgetown, Sirhowy and Tredegar Central & West
– Consultee-only status, as delegated by the Local Authority

Members also attend meetings as representative 'Delegates to Outside Bodies' in respect of the following organisations:

Quarterly Liaison Meeting / Joint Committee of Local Councils

Leader, Mayor, Deputy Mayor, Member representative, Clerk; (Reserve)

Gwent Valleys One Voice Wales

Leader, Mayor, Member representative, Clerk; (Reserve)

One Voice Wales Larger Councils and AGM

Leader), Deputy Leader), Mayor), Member representative (x 2)

Tredegar Twinning Association

Leader), Mayor), Deputy Leader), Member representative, Clerk

School Governing Bodies

Bryn Bach Primary
Deighton Primary
Georgetown Primary
Glanhowy Primary
St. Joseph's Roman Catholic Primary

Blaenau Gwent CAB

Member representative, (Reserve)

Tredegar Business Forum

Leader), Member representative,

Blaenau Gwent Heritage Forum

Leader, Member representative (x 2), (Reserve)

VVP / Tredegar Heritage Initiative

Leader

Pen Bryn Oer Community Fund

Leader, Deputy Leader
