

## **Betws Community Council – Review of Committees and Terms of Reference**

Following a review of current practice for this and other community councils, I make the following recommendations

1. The standing orders for the full community council be added to the website, and a copy sent to all counselors
2. The council will have three standing committees of the full council. These will be:
  - Finance Committee
  - Community and Events Committee (to include Betws in Bloom)
  - Parks and Recreation Ground Committee
3. Members to these committees will be elected from the full council during the annual meeting, and at such time as required as members stand down.
4. All other matters, including those relating to planning, highways and transportation, and planning are considered by the full council, rather than by standing committees. As such, the existing 'rights of way' committee be disbanded
5. We adopt the terms of reference for each standing committee that can be found on the pages that follow. If full council is content, they should be sent to each of the committees to review and report back to the December council meeting with any proposed updates.
6. The council establish a further committee on a 'Task and Finish' basis to work with the clerk to review and update policies, procedures and documentation. This committee should report to the Annual Meeting on its work so far, including a recommendation for its continuation or suspension.
7. Each committee is asked to submit a list of meeting dates for the rest of the council year to the full council by the next meeting.

## **Finance and Staffing Committee**

To provide Betws Community Council with advice and recommendations relating to the finances and budgeting arrangements for the council.

Consisting of: The Committee will comprise no fewer than 5 Councillors to include the Chairperson, Vice Chairperson and 3 other Councillors.

Membership will be for one year from the date of appointment at the Annual Meeting of the Council unless otherwise agreed.

Consisting of: Cllrs. Lucy Jones, Dave Stacey, Carwyn James and Lynwen Phillips  
Chair /Vice Chair of the full council.

Meeting Schedule: The Finance Committee shall meet at least quarterly, but may meet more regularly should the chair, or three committee members so decide.

Quoracy: A quorum of 3 Committee members is required for decisions or recommendations to the full council.

Reporting: Decisions/recommendations of the Committee shall be presented in the form of recommendations to the Full Council for consideration and ratification.

### Terms of Reference:

To work with the clerk to oversee the management of the council's financial affairs in accordance with legislative requirements, regulations and guidelines.

To oversee the preparation of the council's annual budget, and to monitor income and expenditure against that budget.

To make a recommendation to the council for the precept required for the next financial year, noting that public consultation would be required should the precept rise above £5000 per annum.

To review any lease and licensing arrangements held by the council, including those relating to parks and public spaces (including Betws Park and Maesquarre Playground) and tenancy agreements (including with Betws RFC) as necessary.

To consider financial planning, and the allocation of reserves

To ensure that the council is adequately insured

To oversee an annual review of financial regulation and risk, banking arrangements and accounting systems, and make any recommendations for change to the full council

To consider any other financial matter delegated by the full council.

The committee is not granted the right to authorize payments by the council.

### Review Arrangements

The Finance Committee will be a Standing Committee of the Council. The Annual Meeting will consider and decide to continue, alter or dissolve the committee as required.

## **Community and Events Committee**

To provide Council with the advice and make recommendations on issues relating to the support of community groups, events and other activities designed to enhance community provision and coherence within Betws. This includes the running of the annual 'Betws in Bloom' event.

Membership: The Committee will comprise no fewer than 5 Councilors to include the Chairperson, Vice Chairperson and 3 other Councilors.

Membership will be for one year from the date of appointment at the Annual Meeting of the Council unless otherwise agreed.

Consisting of: Cllrs. José Picouto, Andy Megrath, Paul Allchurch and Karen McMinn-Davies, Chair/Vice Chair of the full council..

Meeting Schedule: The Community and Events Committee shall meet at least quarterly, but may meet more regularly should the chair, or three committee members so decide.

Quoracy: A quorum of 3 Committee members is required for decisions or recommendations to the full council.

Reporting: Decisions/recommendations of the Committee shall be presented in the form of recommendations to the Full Council for consideration and ratification.

### Terms of Reference:

To coordinate an annual event program and competition within the Ward which encourages Community cohesion, participation and inclusivity for this local occasion.

To compile a list of community groups active within the ward, to be updated on an annual basis and reported to the full council.

To use opportunities to raise the profile of Betws and promote any event in order to attract visitors/tourists, boost the local economy,

To work with neighboring wards to maximize the benefits of the local culture and heritage and to collaborate on the organisation and promotion of events as appropriate.

To encourage young people to take an active interest in their community and getting involved in local democracy.

To explore opportunities for grant funding to support community events and activities

To work with the local Dyfed Powys Police Neighbourhood Policing Team/PCSO in order to monitor the crimes which occur within the ward and work together to improve the local area and ensure Betws remains a safe place to live, work and visit.

To advise the full council of the Health and Safety requirements of any event organized, and to support the completion of, and compliance with the necessary risk assessment documentation.

#### Delegated Authority:

To ensure the effective running of events, the full council may delegate specific funds to the committee ahead of the event.

#### Review Arrangements

The Community and Events Committee will be a Standing Committee of the Council. The Annual Meeting will consider and decide to continue, alter or dissolve the committee as required.

## **Parks and Recreation Ground Committee**

To provide Council with the advice and make recommendations on issues relating to Parks, Recreation and measures taken to improve/enhance the environment and bio-diversity of the areas within the ward.

Membership: The Committee will comprise no fewer than 5 Councilors to include the Chairperson, Vice Chairperson and 3 other Councilors.

Membership will be for one year from the date of appointment at the Annual Meeting of the Council unless otherwise agreed.

Consisting of: Cllrs Andrew Williams, Mike Jones, Lynwen Phillips, Paul Allchurch Chair /Vice Chair of the full council.

Meeting Schedule: The Parks and Recreation Ground Committee shall meet at least quarterly, but may meet more regularly should the chair, or three committee members so decide.

Quoracy: A quorum of 3 Committee members is required for decisions or recommendations to the full council.

Reporting: Decisions/recommendations of the Committee shall be presented in the form of recommendations to the Full Council for consideration and ratification.

### **Terms of Reference:**

To ensure consultation with the community in order to compile and then maintain a Parks and Playground Action Plan for future development within the areas that they want and need such as Betws Park Tennis Court area.

To explore opportunities and improvements for development of the Parks and Recreation areas.

To consider the adoption or provision of new open spaces as appropriate where they have a high community value and amenity benefit for the members of the local community.

To develop and implement policies for the Councils Parks and open spaces including village visual improvements to meet the needs of future management, maintenance and improvement programs whilst ensuring plans reflect the specific character of each site/area within the Ward.

To ensure that the Council Parks, Recreation Grounds and open spaces are managed effectively to provide a pleasant and safe environment for residents and visitors.

To encourage engagement with the community, interest groups and external bodies to assist in conservation and enhancement of green spaces within the Ward

To increase the quality and availability of play areas, walking trails/routes and areas for informal ball games.

To work with Dyfed Powys Police and Carmarthenshire County Council to facilitate addressing of environmental issues and antisocial behaviour.

To ensure that Betws Community Council adhere to Section 6 of the Environment (Wales) Act 2016 with regard to the biodiversity and resilience of ecosystems duty to provide a report specific to Betws.

To liaise with the Clerk with regard to updating and keeping current the Betws Bio-Diversity Report as per legislation. It is a requirement that this report be published on the Community Council website and updated every 3 years from 2019, annually or as and when changes are made/identified.

To ensure the contractors are meeting their contractual obligations with regards to the maintenance and upkeep of Betws Park, Maesquarre Playground, Heol Y Felin Green and Playground as per the management plan/playground inspection reports by checking the areas and liaising with the Clerk regarding any issues found who can contact the relevant person.

#### Delegated Authority:

To ensure ad hoc maintenance and upkeep work can continue outside the scope of the maintenance contracts, the Council will delegate an annual sum (to be determined by Full Council) for such eventualities. This delegation may include a monthly spending limit. Any such expenditure is to be reported to the next available Full Council meeting. Any other monies required are to be gained by securing grant funding.

***(For the year 1 April 2021 – 31 March 2022 the available monies are as follows:***

***Section 106 for Maesquarre Playground = £6,869.71***

***Carmarthenshire County Council monies held = £2,000 for Maesquarre Playground***

***Carmarthenshire County Council monies held = £2,000 for Betws Park***

***N.B. the CCC monies need to be applied for by submitting invoices to the relevant department whereby once approved the monies will be transferred to the Community Council bank account.)***

The Parks and Recreation Ground Committee is to research, apply and complete any relevant Grant Funding opportunities, to liaise with the Clerk and feedback to Full Council on their progress on gaining funding to secure the implementation of planned projects.

## Review Arrangements

The Parks and Recreation Ground Committee will be a Standing Committee of the Council. The Annual Meeting will consider and decide to continue, alter or dissolve the committee as required.