

# **Llangollen Rural Community Council**

## **Terms of Reference of Council and Committees 2019**

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# 1. Full Council

## Terms of reference

[Words appearing in **bold**, below, indicate specific authority.]

### Quorum

Four members

## Specific duties and powers to the Full Council

**Duty** to sign declaration of acceptance of office (councillors and chair)

**Duty** to appoint a Responsible Financial Officer to manage the council's accounts

**Power** to arrange for the discharge of functions by another local authority

**Duty** to hold annual council meeting

**Duty** to abide by Standing Orders and Financial Regulations

## General powers

### Budget and constitution

To **approve** an annual budget, reflecting priorities identified through operational review.

To **approve** the annual budget precept.

To **approve** the financial management framework, financial procedures and controls, including audit, across all its services.

To consider recommendations from external reviews of the Council, for example audit, to **approve** the actions needed to address any issues identified through external review and to monitor and evaluate regularly the implementation of any agreed plan.

To **approve** Financial Regulations and ensure their annual review.

To **approve** the level of delegation to the Clerk for the day-to-day financial management of the Council and its services.

To **approve** the staffing structure. To ensure the effective and efficient use of the Community Council's human resources, **approve** policies, guidelines and strategies on human resources and ensure the council properly undertakes its responsibilities for its staff and relating to welfare, health and safety, and pension provision.

To **approve** a pay policy ensuring that it meets nationally agreed terms of pay and conditions.

To **approve** and monitor a health & safety policy, with respect to land and assets that complies with legislation and to ensure that appropriate checks and assessments are carried out and prioritised for necessary action.

To **approve** and monitor the use and development of land.

To **approve** capital expenditure and planned and preventative maintenance expenditure with respect to land and assets.

To develop and recommend major projects and developments. To **approve** capital projects and developments across services.

To ensure the effective and efficient management of the Community Councils information communication and technology systems and **approve** the development and implementation of any ICT related strategies.

To **approve** the Risk Assessment and Financial Management document (annually).

To **approve** Standing Orders and ensure their annual review.

To consider and ultimately **approve** requests from organisations for financial donations in accordance the Council's policy.

To **approve** the tendering and selection of contracts.

To **approve** any policy affecting the conduct of the Council, its services and its staff.

To **approve** changes to the Council's Constitution, including any recommendation from a committee to establish any sub-committee.

## **Powers related to services**

To **approve** programmed service expenditure within budgets agreed by full Council.

To **approve** fees and charges relating to Noddfa Cemetery, annually.

To **approve** an annual programme for the operation and maintenance of play areas with the Community Council's control.

To **approve** an annual programme for the operation and maintenance of public seats and street furniture within the Council's control.

To monitor the condition of public seats and street furniture.

To **approve** an annual cost effective Community floral display.

To **approve** an annual programme for the operation and maintenance of public open spaces within the Community.

To **approve** action in response to issues in the wider environment of Llangollen Rural.

To **approve** action in response to issues in relation to planning and highways.

To monitor the performance of contracted services.

To **consider** all planning applications pertaining to Llangollen Rural Community Council and **respond** to Wrexham County Borough Council.

## **Reserving of Powers**

Full council retains the right to determine (and to reserve to itself) any issue which is within its powers and duties as a community council, including those which are (within these terms of reference and from time to time) delegated to its committees and officers, by simple resolution.

## 2. Finance Committee

### Remit

The Committee's remit shall cover:

- Budgets and finance
- Monitoring and overseeing Corporate Governance arrangements including monitoring complaints
- Supporting the Community Council in fulfilling its statutory duties

The terms of reference will be reviewed each year by the Council, following its Annual Meeting.

### Membership

Five community councillors

### Quorum

Three members

### Meetings

The committee will meet four times in each cycle and otherwise as required.

The committee will receive reports in sufficient detail to undertake planning, monitoring and evaluation and thus enable it to fulfil its role.

### Terms of reference

[Words appearing in **bold**, below, indicate specific delegated authority]

#### **Budgets and Finance**

To draw up and present to the Community Council, for its approval, an annual budget.

To monitor and evaluate the implementation and impact of the Council's financial management framework.

To ensure that the Council agrees financial procedures and controls, including audit, and to monitor implementation of these across the Council and its services.

To **agree** effective procedures for monitoring the budget, to consider appropriate reports for the purposes of monitoring, to report the outcomes of monitoring to the Council and make any appropriate recommendations.

To monitor procurement procedures.

To monitor the implementation of the Council's Financial Regulations and to make recommendation to full Council on their maintenance.

To monitor compliance with HMRC regulations in relation to payments and the submission of information relating to financial transactions.

To review and the effectiveness on Internal Audit (annually).

To review and recommend to full Council Risk Assessment and Financial Management document (annually).

To receive the External Auditor's annual Audit and Inspection report.

## 3. Playground Committee

### Remit

The Committee's remit shall cover:

- The five playgrounds in the Community
- The play area at the Community Centre
- Supporting the Community Council in fulfilling its statutory duties

The terms of reference will be reviewed each year by the Council, following its Annual Meeting.

### Membership

Five community councillors

### Quorum

Three members

### Meetings

The committee will meet at least twice in each cycle and otherwise as required.

The committee will receive reports in sufficient detail to undertake planning, monitoring and evaluation and thus enable it to fulfil its role.

### Terms of reference

[Words appearing in **bold**, below, indicate specific delegated authority]

#### General

To monitor the general operation and maintenance of existing facilities.

To monitor the performance of contracted services.

To approve an annual programme of maintenance following receipt of the annual inspection reports.

## 4. Noddfa Cemetery Committee

### Remit

The Committee's remit shall cover:

- Noddfa Cemetery, Garth
- Supporting the Community Council in fulfilling its statutory duties

The terms of reference will be reviewed each year by the Council, following its Annual Meeting.

### Membership

Five community councillors

### Quorum

Three members

### Meetings

The committee will meet at least twice in each cycle and otherwise as required.

The committee will receive reports in sufficient detail to undertake planning, monitoring and evaluation and thus enable it to fulfil its role.

### Terms of reference

[Words appearing in **bold**, below, indicate specific delegated authority]

#### General

To monitor the general operation and maintenance of existing facilities.

To monitor the performance of contracted services.

To review and recommend to Council the fees and charges relating to Noddfa Cemetery.