

Committees – Terms of Reference 2019/20:

General:

- 1.1 All Members of the Council are Members of the Planning & Highways Committee; Finance & General Purposes Committee & the Events Committee.
- 1.2 The Chair of each committee is agreed and resolved at the Annual Meeting of the Council.
- 1.3 The purpose of each committee is to consider and if applicable, take appropriate action regarding any items of concern or benefit to Nantyglo and Blaina.
- 1.4 To set up a Task and Finish Group for each committee if agreed relevant.
- 1.5 All Task and Finish Groups must provide an update of their meeting and/or recommendations to the relevant committee for resolution.
- 1.5 All Members will be issued with agendas and any other relevant information for each committee meeting.
- 1.6 Minutes of the committee meeting will be submitted to the next appropriate meeting of the Town Council for approval and signature.
- 1.7 To award Freedom of the Town is by recommendation at a meeting specially convened for the purpose and requires a two thirds majority of those voting.

Planning & Highways Committee:

- 2.1 To consider and respond to consultations and express the views of the Town Council relating to planning applications; development plans and other related matters within the boundary of Nantyglo and Blaina.
- 2.2 To consider and respond to the relevant body in respect of licencing applications within Nantyglo and Blaina.
- 2.3 To consider and respond to the relevant body in respect of listed buildings; building regulations and conservation orders within Nantyglo and Blaina.
- 2.4 To consider and respond to the relevant body in respect of highways and environmental issues.

Finance & General Purposes Committee:

- 3.1 To consider and respond to requests for financial donations from local groups (in line with the resolved financial grants policy).

- 3.2 To consider and resolve all financial matters of the Town Council, including but not limited to: monthly income & expenditure reports; quarterly budget monitoring reports; reserve account reports; consideration and scrutiny of the budget and precept reports prior to resolution at Full Council & insurance matters.

Events Committee:

- 4.1 To consider and if appropriate resolve a programme of events to be held within Nantyglo and Blaina including (but not limited to): ARC Awards; Primary Talent Showcase; Nantyglo & Blaina In Bloom; Flower, Fruit and Veg Show; Christmas Carol Concerts & Christmas Fun Nights.
- 4.2 To consider and if appropriate, resolve the siting of the Town Council's Christmas Lights together with the associated costs and issues.
- 4.3 To liaise with and develop working relationships with schools; groups and other bodies working with Nantyglo and Blaina as appropriate.
- 4.4 To consider and if appropriate resolve Civic Events.

Personnel Committee:

- 5.1 The Committee will comprise of a total of three members: the Town Mayor (Chairman of the Council); Leader of the Council and Leader of the Opposition.
- 5.2 If any position is duplicated, the Deputy Town Mayor (Deputy Chair of the Council) will act as a substitute member of the committee.
- 5.3 The Committee will consider and act as a 'shortlisting panel' in respect of applications received for Town Council staff vacancies.
- 5.4 The Committee will form the interview panel(or determine the make-up of the interview panel) in order to interview for any Town Council Staff position.
- 5.5 The Committee will provide a recommendation to Council in respect of the result of any interview panel carried out.
- 5.6 The Committee will consider matters of grievance in the first instance and will then provide a recommendation to the Council.