
ABER VALLEY COMMUNITY COUNCIL CYNGOR CYMUNED CWMABER

TERMS OF REFERENCE FORWARD WORK PROGRAMME COMMITTEE

1. Membership

- (i) All Members of the Community Council.

2. Chairperson and Vice Chairperson

- (i) The Chairperson and Vice Chairperson of the Forward Work Programme Committee will be the Chairperson and Vice Chairperson of the Community Council. The election of the Chairperson and Vice Chairperson is determined at the Community Council's Annual General Meeting.
- (ii) The Chairperson, if present, shall preside at a meeting. If the Chairperson is absent from a meeting, the Vice-Chairperson, if present, shall preside. If both the Chairperson and the Vice Chairperson are absent from a meeting, a Councillor as chosen by the Councillors present shall preside at the meeting.

3. Quorum

- (i) No business may be transacted at a meeting unless at least four Members of the Committee are present.

4. Standing Orders

- (i) The Community Council's Standing Orders will apply to all meetings of the Committee.

5. Meetings

- (i) Meetings will take place on a regular basis, as necessary, to be determined by the Clerk and Members of the Committee.
- (ii) All Members of the Committee will receive an Agenda and Notice of meetings will be posted in accordance with all meetings of the Community Council.
- (iii) Meetings shall be open to the public and press unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution, which shall give reasons for the public's exclusion.

- (iv) The minutes of the meeting will be circulated to all members of the Committee and presented at the next meeting of the Community Council for accuracy and noting only.
- (v) The Code of Conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.

6. Voting

- (i) All members of the Committee can vote (subject to whether they hold a personal or prejudicial interest in the item being discussed). The Chairperson may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not he/she gave an original vote.

7. Functions/Responsibilities

- (i) To develop, implement and monitor the following Forward Work Programme:

To make improvements to Abertridwr Park and surrounding areas
2016/17 – £12,000
2017/18 – £12,000
2018/19 – £12,000

- (ii) The Committee has delegated authority of decision making powers.