**Committee Terms of Reference:**

Committee Membership is reviewed during the Annual General Meeting, when Councillors may request to join a Committee or to remove themselves from a Committee. Committees are quorate providing there are one third of the Committee Members in attendance with a minimum of three.

Emergency decisions can be made between meetings with the agreement of the Clerk and Mayor and/or Deputy Mayor. Decisions of this nature must be ratified at then next Full Council Meeting.

**Emergency (13.10.20)**

In the event of an emergency when the Clerk is unavailable, contact the relief Clerk. If there is no relief Clerk available, contact the Mayor in the first instance, then the Deputy Mayor

**Policy & Resources Committee**

The Mayor and Deputy Mayor are to form part of the Committee.

*The overall purpose of this committee is to ensure that the council’s statutory obligations are conducted in accordance with good practice, and to administer services, and give recommendations on items which are not the responsibility of the other standing committees. All recommendations must be ratified by full Council at the next Ordinary General Meeting unless plenary powers have been awarded in a prior Ordinary General Meeting.*

1 To keep the smooth functioning of the Council’s work under review.

2 To consider and keep under review:

(i) the main objectives of the Council.

(ii) all major issues of policy affecting the town council’s area.

1. relationships with Neath Port Talbot County Borough Council and other public bodies and outside organisations

3 To consider the resources available to meet the Council’s objectives and to advise the Council as required.

4 To review Standing Orders, terms of reference of committees, terms of delegation to officers and recommend amendments to the Council.

5 To review the effectiveness and efficiency of all services which do not fall within the province of any one committee.

6 To consider all matters arising in relation to the boundaries of the town, the number of Town Councillors and elections of any kind within the town and make recommendations to the Council.

7 To give recommendations for public relations and major civic hospitality and ceremonies.

8 To give recommendations on the council’s electronic government arrangements, including the council’s website and social media.

**Planning Committee**

The Mayor and Deputy Mayor are to form part of the Committee.

*The overall purpose of this committee is to ensure informed local knowledge is brought to bear on planning and to convey those views in a timely way to the appropriate authority; and to contribute to the formation of planning policies*;

*The Planning Committee has been awarded general Plenary Powers to enable recommendations on Planning Applications or appeals to be forwarded to the County Borough or Welsh Assembly Government within designated time scales between Ordinary General Meetings. No ratification is required.*

1. To consider all applications received for planning consent within the town, and to submit comments and/or objections thereon to Neath Port Talbot County Borough Council within appropriate time limits; also to consider any applications for planning consent in adjacent areas where such application would affect the well-being of the town and its residents.

2 To ensure that where approved developments require the provision and/or maintenance of children’s play areas or public open space areas etc by the town council, that adequate funding is made available to the town council for such purposes.

3 To consider all appeals against planning refusal, non-determination or the imposition of conditions by Neath Port Talbot Council or the Welsh Assembly Government within the town and to submit comments to the appropriate government department.

4 To consider any proposals relating to the Neath Port Talbot Council unitary plans and to submit comments to the appropriate body.

5 To consider key development and planning policies and issues and make recommendations to the relevant body or the Council.

**Finance Committee**

The Mayor and Deputy Mayor are to form part of the Committee.

*The overall purpose of this committee is to ensure that the council’s finances are conducted in accordance with good practice. All recommendations must be ratified by full Council at the next Ordinary General Meeting unless plenary powers have been awarded in a prior Ordinary General Meeting.*

1 To review effectively the Council’s budgetary, financial and precepting responsibilities in accordance with statutory requirements, and to keep the smooth functioning of the Council’s work under review.

2 To consider the resources available to meet the Council’s objectives in terms of land, finance and manpower and to advise the Council as required.

3 To consider the financial implications of the Council’s plans and to recommend to the Council levels of expenditure in connection therewith.

4 To regulate and control the finance of the Council including the Financial Regulations review

5 To consider estimates of this committee and of other committees of income and expenditure on continuing services and payments on capital account for the next and future financial years.

6 To submit to the Council estimates of income and expenditure of the Council on continuing services and of payments on capital account for the next financial year and make a recommendation as to the Council’s Precept.

7 To review the Financial Risk assessments and give recommendations to full Council

8 To receive reports from the internal and external auditors.

9 To consider applications for grants.

**Personnel Committee**

The Mayor and Deputy Mayor are to form part of the Committee.

*The overall purpose of this committee is to ensure that the council’s staffing obligations are conducted in accordance with good practice. All recommendations must be ratified by full Council at the next Ordinary General Meeting unless plenary powers have been awarded in a prior Ordinary General Meeting.*

1 To review effectively the Council’s Employement responsibilities in accordance with statutory requirements, and to keep the smooth functioning of the Council’s work under review.

2 To consider the resources available to meet the Council’s objectives in terms manpower and to advise the Council as required.

3 To consider variations in staffing.

4 To review staff employment matters such as salary increases and terms of service.

5 Disciplinary reviews

**Development Committee**

The Mayor and Deputy Mayor are to form part of the Committee.

*The overall purpose of this committee is to discuss future development ideas. All recommendations must be ratified by full Council at the next Ordinary General Meeting unless plenary powers have been awarded in a prior Ordinary General Meeting.*

**Eco and Wellbeing Committee (Created 11.11.19)**

The Mayor is to form part of this Committee

*The Overall purpose of this committee is to discuss projects dealing with biodiversity, Ecological and wellbeing when related to the natural world including the Environmental Wales Act 2016 Statements and associated projects.*

Councillors may also attend external committees on Council’s behalf. Memberships of these committees are reviewed during each years Annual General Meeting.

**Community Plan Steering Committee**

The purpose of the Committee is to put in place the background, evidence, and consultation for the proposed Community and/or Place Plan for Pontardawe Town Council. As this is a steering group only; a quorum is not required.

The current external Committees are:

One Voice Wales, Town/ Community Council Liaison Committee, Pwllfawatkin Committee, Landfill Tax Grant Board (WREN), Cwmnant Lleichi Liaison Committee, Arena/ Riverside Project, Gwrhyd Liaison Committee, Dementia Friendly Communities Champion, Swansea Bay Inland Waterway Partnership