



**CHIRK TOWN COUNCIL**

**COMMITTEE STRUCTURE AND TERMS OF REFERENCE 2022/23**

**Last Adopted 16<sup>th</sup> May 2022**

**Next Review Due May 2023**

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All Councillors on Committee's / Task & Finish Groups must abide by the Chirk Town Council Code of Conduct and Standing Orders and adhere to the responsibilities and standards expected.

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**GENERAL PURPOSES COMMITTEE**

**MEMBERSHIP AND TERMS OF REFERENCE**

The Committee shall be appointed at the Annual meeting of the Town Council.

All members of the Council shall be members of the Committee.

The Chairman and Vice Chairman of the Council shall hold the same positions on the Committee.

**QUORUM** – Will be 5 members of the Committee – Standing Order 3u.

**MEETINGS** – Will be held regularly throughout each year determined by matters to be actioned, unless otherwise agreed by the Council/Committee.

**TERMS OF REFERENCE**

- a) To consider issues in greater detail affecting any area of Town Council business.
- b) This Committee has full Council powers as it is made up of all members.
- c) To produce a report to full Council after each meeting.



## **PLANNING COMMITTEE**

### **MEMBERSHIP AND TERMS OF REFERENCE**

The Committee shall be appointed at the Annual meeting of the Town Council.

Membership totals 12 members of the Council.

The Chairman and Vice Chairman of the Council shall hold the same positions on this Committee.

Powers to decide on planning matters have been delegated by Council (16/05/22).

**QUORUM** – Will be 6 members of the Committee – 50% of the membership – Standing Order 4 d viii.

**MEETINGS** – Will be held regularly throughout each year determined by planning matters to be actioned, unless otherwise agreed by the Council/Committee.

### **TERMS OF REFERENCE**

- a) To review all Planning Applications submitted to the Principal Authority – Wrexham County Borough Council for Chirk North and Chirk South wards and compile our response as a statutory consultee.
  - b) To note Decision Notices reported to the Committee by the Clerk.
  - c) To submit a report with agreed decisions to full Council at the next monthly ordinary meeting.
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## FINANCE COMMITTEE

### MEMBERSHIP AND TERMS OF REFERENCE

The Committee shall be appointed at the Annual meeting of the Town Council.

Membership totals 8 members of the Council.

The Chairman and Vice Chairman of the Council shall hold the same positions on this **Advisory Committee**. No powers have been delegated by Council.

**QUORUM** – Will be 4 members of the Committee – 50% of the membership – Standing Order 4 d viii.

**MEETINGS** – Will be held regularly throughout each year determined by finance matters to be actioned, unless otherwise agreed by the Council/Committee.

#### TERMS OF REFERENCE

- a) To provide a forum for in–depth treatment of all financial matters of the Council.
  - b) To consider aspects of management of resources including the consideration of budget monitoring reports and the preparation of the draft annual budget.
  - c) To review financial regulations and to undertake an annual risk assessment review.
  - d) To submit a report with recommendations to full Council at the next monthly ordinary meeting.
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## STAFFING AND POLICIES COMMITTEE

### MEMBERSHIP AND TERMS OF REFERENCE

The Committee shall be appointed at the Annual meeting of the Town Council.

Membership totals 9 members of the Council.

The Chairman and Vice Chairman of the Council serve the same post on this **Advisory Committee**. No powers have been delegated by Council.

**QUORUM** – Will be 4 members of the Committee – 50% of the membership – Standing Order 4 d viii.

**MEETINGS** – Will be held on an as required basis, determined by any matters that require an in-depth review concerning Staffing Matters or Policies, unless otherwise agreed by the Council/Committee.

### TERMS OF REFERENCE

- a) To oversee activities relating to employment of the Council's staff.
- b) To monitor and keep under review the staffing structure, to receive recommendations from the Town Clerk and to make any appropriate recommendations to the Town Council.
- c) Responsibility for all health, wellbeing and safety matters.
- d) To monitor a performance management policy and pay policy for approval by the Town Council and to monitor and evaluate the impact of these policies ensuring that these meet nationally agreed terms of pay and conditions.
- e) To consider issues affecting policies of the Council.
- f) To revise existing Council policies and to devise new policies as and when required.
- g) To submit a report with recommendations to full Council at the next monthly ordinary meeting.



## **SPECIAL COMMITTEE**

### **MEMBERSHIP AND TERMS OF REFERENCE**

The Committee shall be appointed at the Annual meeting of the Town Council.

Membership totals 3 members of the Council.

The Chairman and Vice Chairman of the Council shall hold the same positions on this **Advisory Committee**. No powers have been delegated by Council.

**QUORUM** – Will be 2 members of the Committee – 50% of the membership – Standing Order 4 d viii.

**MEETINGS** – Will be held on an as required basis, unless otherwise agreed by the Council/Committee.

### **TERMS OF REFERENCE**

- a) To review extraordinary pieces of Council business best suited to detailed analysis.
  - b) To submit a report with recommendations to full Council at the next monthly ordinary meeting.
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## CONSULTATIONS COMMITTEE

### MEMBERSHIP AND TERMS OF REFERENCE

The Committee shall be appointed at the Annual meeting of the Town Council.

Membership totals 3 members of the Council.

The Chairman and Vice Chairman of the Council shall hold the same positions on this **Advisory Committee**. No powers have been delegated by Council.

**QUORUM** – Will be 2 members of the Committee – 50% of the membership – Standing Order 4 d viii.

**MEETINGS** – Will be held regularly throughout each year determined by consultations received that full Council has asked the committee to review, unless otherwise agreed by the Council/Committee.

### TERMS OF REFERENCE

- a) To review specific consultations and prepare a response for Council to approve.
  - b) To submit a report with recommendations to full Council at the next monthly ordinary meeting.
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## PARISH HALL SUB COMMITTEE

### MEMBERSHIP AND TERMS OF REFERENCE

The Committee shall be appointed at the Annual meeting of the Town Council.

Membership totals 8 members of the Council.

The Chairman and Vice Chairman of the Council shall hold the same positions on this **Advisory Committee**. No powers have been delegated by Council.

**QUORUM** – Will be 4 members of the Committee – 50% of the membership – Standing Order 4 d viii.

**MEETINGS** – Will be held on an as required basis, determined by any matters that require an in-depth review concerning the Parish Hall, unless otherwise agreed by the Council/Committee.

#### TERMS OF REFERENCE

- a) To consider issues in greater detail affecting the Parish Hall, either the building fabric or the management of day-to-day activities.
  - b) To ensure proper review of the finances of the Parish Hall.
  - c) To consider issues in greater detail affecting the Parish Hall House.
  - d) To submit a report with recommendations to the General Purposes Committee at the next meeting convened or next ordinary Council meeting.
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## **WEBSITE – TASK & FINISH WORKING PARTY**

### **MEMBERSHIP AND TERMS OF REFERENCE**

The Committee shall be appointed at the Annual meeting of the Town Council.

Membership totals 5 members of the Council

The Working Party shall appoint a Chairman and Vice Chairman.

No powers have been delegated by Council.

**QUORUM** – Will be 50% of the membership of the Committee and no less than three – Standing Order 4 d viii.

**MEETINGS** – Meetings will be held as required, either convened in person or remotely and closed to the public.

### **TERMS OF REFERENCE**

- a) The working party is constituted to research and develop a new website for Chirk Town Council.
- b) The working party is a task and finish group and will remain in existence for a monitoring period of 6 months following the website live date.
- c) The Town Clerk shall support the working group who will act as the Council's overall website manager.
- d) The working party shall research website providers and packages and make recommendation on the preferred options to a Council meeting.
- e) Receiving comments from other Councillors, the working party shall be empowered to agree the new website style, layout, format and content.
- f) Ensure the new website meets The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. (WCAG 2.1 level AA).
- g) To proofread Chirk Town Council website during development.
- c) To submit progress reports with recommendations to full Council at the next monthly ordinary meeting.





## **CEMETERY – NEW PHASE – TASK & FINISH WORKING PARTY**

### **MEMBERSHIP AND TERMS OF REFERENCE**

The Committee shall be appointed at the Annual meeting of the Town Council.

Membership totals 6 members of the Council.

The Membership will from time to time invite relevant external individuals (e.g., local funeral director / grounds maintenance contractor) to be involved in discussions/planning.

External individuals would have no voting rights.

No powers have been delegated by Council.

The Working Party shall appoint a Chairman and Vice Chairman.

**QUORUM** – Will be 50% of the membership of the Committee and no less than three – Standing Order 4 d viii.

**MEETINGS** – Meetings will be held as required, either convened in person or remotely and closed to the public.

### **TERMS OF REFERENCE**

- a) The working party is constituted to oversee the 2021/22 Cemetery Extension project for Chirk Town Council.
- b) The working party is a task and finish group and will remain in existence for a monitoring period of 6 months following the project completion.
- c) The Town Clerk shall support the working group who is the Council's overall Cemetery manager.
- d) The working party will ensure there is a clear plan of what the Council wants from the Cemetery extension.
- e) To recommend to Council the appointment of an Architect and other professional/technical contracts to undertake the various stages of works in line with the Council Standing Orders and the project plan.



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- f) To review the plan regularly to ensure progress on all aspects and to check project costs are within budget.
  - g) To act as a sounding board in respect of emerging issues.
  - h) To ensure the Chirk Community is kept updated through communication about the project.
  - i) To submit progress reports with recommendations to full Council at the next monthly ordinary meeting.
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**FESTIVE LIGHTS & EVENTS COMMITTEE**

**MEMBERSHIP AND TERMS OF REFERENCE**

The Committee shall be appointed at the Annual meeting of the Town Council.

Membership totals 9 members of the Council.

The Chairman and Vice Chairman will be agreed by the Festive Lights & Events Committee annually.

The Committee has been granted delegated powers by the Council on 16/05/22 to act, make decisions and spend within its allocated budget, for all activities related to Chirk Christmas Lights with full advice and support from the Town Clerk/RFO.

**QUORUM** – Will be 50% of the membership of the Committee and no less than three – Standing Order 4 d viii.

**MEETINGS** – Will typically be held between July through to January. A meeting of the Festive Lights Committee can be convened by the full Council, the Clerk or Chairman of the Committee as and when necessary.

The meetings will include a Public Participation session where members of the public who wish to speak regarding an item within the remit of the Festive Lights Committee may do so in line with the Council's Standing Orders.

Documentation and agendas will be prepared by the Clerk and the minutes of all meetings will be recorded by the Clerk. The minutes will be circulated at full Council meetings for information and published on the Council's website.

**TERMS OF REFERENCE**

- a) To spend on all Christmas Lights related activities, within the allocated budget.
- b) To determine the number, size, location and design of the lights and decorations to be installed in the Town, including installing additional motifs and required electrical work.
- c) To ensure the Council has all relevant Health and Safety procedures / documents which are completed for all activities and events and, where necessary, will engage professionals within the scope of the budget allocation for this purpose.
- d) To ensure the Council has obtained the relevant legal requirements, insurance, permissions and licenses regarding the festive lights or its events.



- e) To determine the location, date and timings of the Chirk Christmas Light switch-on event. If the committee believes the event cannot go ahead for any reason, the committee will refer this and a recommendation to the full Council for decision.
  - f) To be responsible for communicating to residents and businesses who may be immediately affected by the Christmas Light Switch on event and road closures.
  - g) To be responsible for advertising the Christmas Light switch on event or any festive lights fundraising events to the community.
  - h) To determine any entertainment it deems appropriate for events.
  - i) To arrange a photographer to capture the Christmas decorations and events and share any images on the website and social media.
  - j) To organise any relevant road closures for the event and ensure the required barriers and cones are organised and in place.
  - k) To create and deliver an annual events programme which encourages community cohesion and inclusivity, ensuring a good mix of regular events with one-off events which mark significant local or national occasion.
  - l) To use events as a way of raising money from donations and fundraising events under the dual control of a committee member and the Clerk/RFO. All monies received to be passed to the Council office for accounting purposes.
  - m) To provide a detailed annual financial report to the Council and advise the Council on the resources needed to deliver the festive lights.
  - n) To undertake a post-event meeting to record the successes and challenges from the event and if necessary, has the power to create a survey for members of the public and local businesses to complete.
  - o) Members of the committee may undertake training from time to time to support their role; this will be done in conjunction with the Clerk and with regard to the Council's training budget.
  - p) Promote events which attract visitors to the Town and boost the local economy.
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## **GRANTS COMMITTEE**

### **MEMBERSHIP AND TERMS OF REFERENCE**

The Committee shall be appointed at the Annual meeting of the Town Council.

Membership totals 3 members of the Council.

The Chairman and Vice Chairman will be agreed by the Committee annually.

The Committee is an Advisory Committee. No powers have been delegated by Council.

**QUORUM** – Will be xx members of the Committee – 50% of the membership – Standing Order 4 d viii.

**MEETINGS** – Will be held on an as required basis, unless otherwise agreed by the Council/Committee.

### **TERMS OF REFERENCE**

- a) To look for potential grant opportunities which supports the Council plan.
- b) To plan and complete the draft grant application ensuring all supporting documentation is compiled in line with grant requirements and timescales.
- c) To ensure the Council is able to meet the grant terms and conditions.
- d) To ensure the Council or Finance Committee have authorised any matched funding requirements.
- e) To ensure that the Clerk/RFO has authorised submission of the Grant application.
- f) To monitor the spend of any successful grant receipt.
- g) To ensure any final reports and financial claims are submitted in the line with the grant terms and conditions.