# Terms of Reference

# Peterston Super Ely Community Council

**The Community Council follows the Model Standing Orders 2019 (Wales) and the complete detail of the terms of reference can be found within this document. The items below give specific detail to Peterston Super Ely’s Community Council. These Terms of Reference have been written in November 2019 and once adopted will be reviewed and re-adopted at each AGM.**

**Duties and Function – The purpose of the Community Council**

To represent the community to the local authority, to facilitate a wide range of activities which promote the well-being of the community. Aim to bring local people together to help make things happen, whilst protecting and promoting the identity of the community. The Community Council will ensure that all duties are undertaken subject to the biodiversity and ecosystems resilience duty under the Environment (Wales) Act 2016.

**Membership of the Community Council**

1. The Community Council shall comprise no more than 8 Councilors.
2. The Community Council can agree to invite individuals to assist in its work. Where such individuals attend meetings, they have observer status only and may only contribute to discussions at the invitation of the Chair, or with prior assent of the Chair.

**Policy, Management and Meetings**

1. The Chair and Vice-Chair will be elected at the Annual General Meeting.
2. AGM held in May of each year unless it is the election year and then this will be 14 days following the day on which the Councilors elected take office.
3. The Community Council will normally meet once, every month on the second Monday (except August and December).
4. A quorum of the Community Council shall be three Community Councilors.
5. All working groups and sub-committees will be determined at the AGM and terms and reference will be outlined separately.
6. The Clerk will “call the meeting” and summon members to attend no less than 3 working days prior to the meeting – not including day of meeting or any other non-working day. Corresponding papers will be issued at this point.
7. Supplementary Clerk report detailing relevant information between calling the meeting and day of the meeting will be issued on the day of meeting.
8. Noting reports will be issued to Councilors if applicable and Councilors should ensure that these are read prior to the meeting.
9. The Clerk and RFO will take minutes at each meeting and these will be circulated within 7 working days after agreement by the Community Council.
10. All resolutions and recommendations made to Full Council shall be recorded in the minutes of the appropriate meeting.
11. The Community Council shall be able to constitute sub-committees and working groups as necessary to carry out its duties. Non-Councillors may be invited to join.
12. Meetings are open to the public and a public session is detailed in the agenda at the beginning of the meeting.
13. The Chairperson is the first port of contact for the Responsible officer on any issues.
14. In the absence of the Chair or Vice-Chair at any meeting and providing the meeting is quorate the members present may elect a Chair for that meeting.
15. Declaration of interests will be provided to the Clerk prior to the meeting or on the date of the meeting and recorded in the minutes accordingly.
16. A Councillor must make the disclosure of an interest, whether direct or indirect at the meeting as soon as practicable after its commencement: in practice this is preferably at the commencement of the relevant agenda item of business. The Councillor must disclose the interest orally, or in writing, and this will be documented.

**Terms of Reference**

**Peterston Super Ely Community Council’s**

**Sub Committees and working groups**.

The Committee or working group shall be appointed at the Annual General Meeting of the Community Council.

If required Committee or working group can be set up by the Community Council during the year and the reason noted in corresponding minutes.

Sub-Committee or working groups meetings will be held as and when required throughout the year.

The Clerk will call the meeting no less than 3 working days prior to the scheduled meeting.

A minimum of two Councilors will be members of the sub-committee or working groups.

Aim and responsibilities of the Sub-Committee or working group

* To consider issues affecting policies of the Community Council.
* To revise existing Council policies and to devise new policies as and when.
* To determine any necessary action required.
* To make recommendations to the full Council.
* To ensure that any actions undertaken take into account the biodiversity and ecosystems resilience duty under the Environment (Wales) Act 2016

Full recommendations will be passed to the Community Council at the next meeting and the Clerk will minute any adoptions or changes as necessary.