

## **CYNGOR CYMUNED LLANGYNIDR COMMUNITY COUNCIL**

### **TERMS OF REFERENCE – Finance Committee, Planning Committee and Human Resources Committee.**

This document should be read with the Standing Orders of Llangynidr Community Council

#### **MEMBERSHIP**

The committee will consist of council members appointed at the AGM each year. The Committee will be supported by the Clerk to the Council as per Standing Orders.

The Committee may invite other council members or anyone else they may consider appropriate to attend a meeting(s) to inform their discussions.

#### **REMIT**

**Finance Committee** – to provide guidance to the council on remuneration, costs, audit, income, risk assessment, reserve assessment, budget and precept.

**Planning Committee** – to provide the Council with guidance on any planning application or matter.

**Human Resources Committee** – to advise the Council on any matter pertaining to it's employee, or prospective employees.

#### **EFFECTIVENESS**

The Committee shall annually review its terms of reference and its own effectiveness and recommend any necessary changes to the Council.

#### **AUTHORITY**

The Committee are delegated by the Council to:

- ! Investigate any activity within its terms of reference
- ! Seek any information that it requires from employees who are directed to co-operate with any request made by the Committee
- ! Advise the Council on any subject within the remit.

#### **QUORUM**

Quorum for meetings will be three voting members. This may include an invited Council member.

#### **MEETINGS**

The Committees will meet as required by Council.

SIGNED:-

Chair of Llangynidr Community Council

Date:-