

Town Council of Newtown and Llanllwchaiarn

TOWN COUNCIL OFFICES,
THE CROSS,
BROAD STREET,
NEWTOWN,
POWYS, SY16 2BB
TELEPHONE: (01686) 625544
Email: townclerk@newtown.org.uk
Web: www.newtown.org.uk
Town Clerk: E J Humphreys



SWYDDFA'R CYNGOR TREF,
Y GROES,
STRYD LYDAN,
Y DRENEWYDD,
POWYS, SY16 2BB
FFÔN: (01686) 625544
ebost: townclerk@newtown.org.uk
Gwefan: www.newtown.org.uk
Clerc Y Dref: E J Humphreys

Cyngor Tref y Drenewydd a Llanllwchaearn

Terms of Reference – Services Committee

Purpose of this Committee

The purpose of this committee is to carry out the operational matters in its areas of responsibility and other matters referred to it from the Council.

The matters referred to this Committee are:

- Recreation, Parks and Playgrounds
- Arts
- Allotments¹
- Toilets
- Cemetery²
- Playing Fields
- Open Spaces
- Street Scene / Cleaning³
- Daytime Activities for Older Persons⁴

Delegated Powers & Responsibilities of this Committee

1. The Services Committee will have powers to commit spend within its own budget level supplemented by tolerances set as a by Council from time to time for of virements and cap-limits to expenditure. Any expenditure beyond tolerances will be referred to Full Council.
2. To draft a Services Committee Budget in accordance with the budget setting cycle.
3. The Services Committee will be responsible for amenity spaces, functions and equipment.
4. The Services Committee will be responsible for the running of the Council owned public toilets.
5. The Services Committee may manage publicity for those areas within its responsibility
6. The Services Committee may also consider any other matter within its remit which may be referred to it from time to time by the Full Council.

¹ Not currently transferred from Powys CC

² Not currently transferred from Powys CC

³ Not currently transferred from Powys CC

⁴ Project in progress to transfer from Powys CC

Membership
(standard across all committees)

7. Membership of the committee will be appointed by the Council and to be at least three Councillors.
8. The quorum for the committee is three Councillors or 50% of the committee whichever is the greater and be present at the meeting.
9. The Chair will be elected at the first meeting of the Committee after the Town Council Annual Meeting and referred back to the next full council for formal appointment.
10. A Vice Chair will be elected as soon as possible after the Town Council Annual Meeting.
11. All Councillors may attend and contribute to the meeting, but only those members appointed to the Committee by the Council may vote on resolutions.

Operations
(standard across all committees)

12. The Services Committee will act in accordance with the Standing Orders and Financial Regulations adopted annually at the Town Council Annual Meeting.
13. The committee will meet as set out in the schedule of meeting dates adopted at the Town Council Annual Meeting.
14. An Officer delegated by the Proper Officer of the Council will support the Committee. The agenda will be published, with items to be discussed listed, three clear working days in advance of the meeting.
15. Minutes will be taken and distributed, and agreed at the next Committee meeting.
16. Members of the Committee may vote on resolution put to the committee.
17. All meetings of the Committee shall be open to the public, except that the committee may resolve to exclude the press and the public to deal with confidential items as permitted by legislation e.g. discussions which directly affect an employee of the Council and could be deemed confidential.