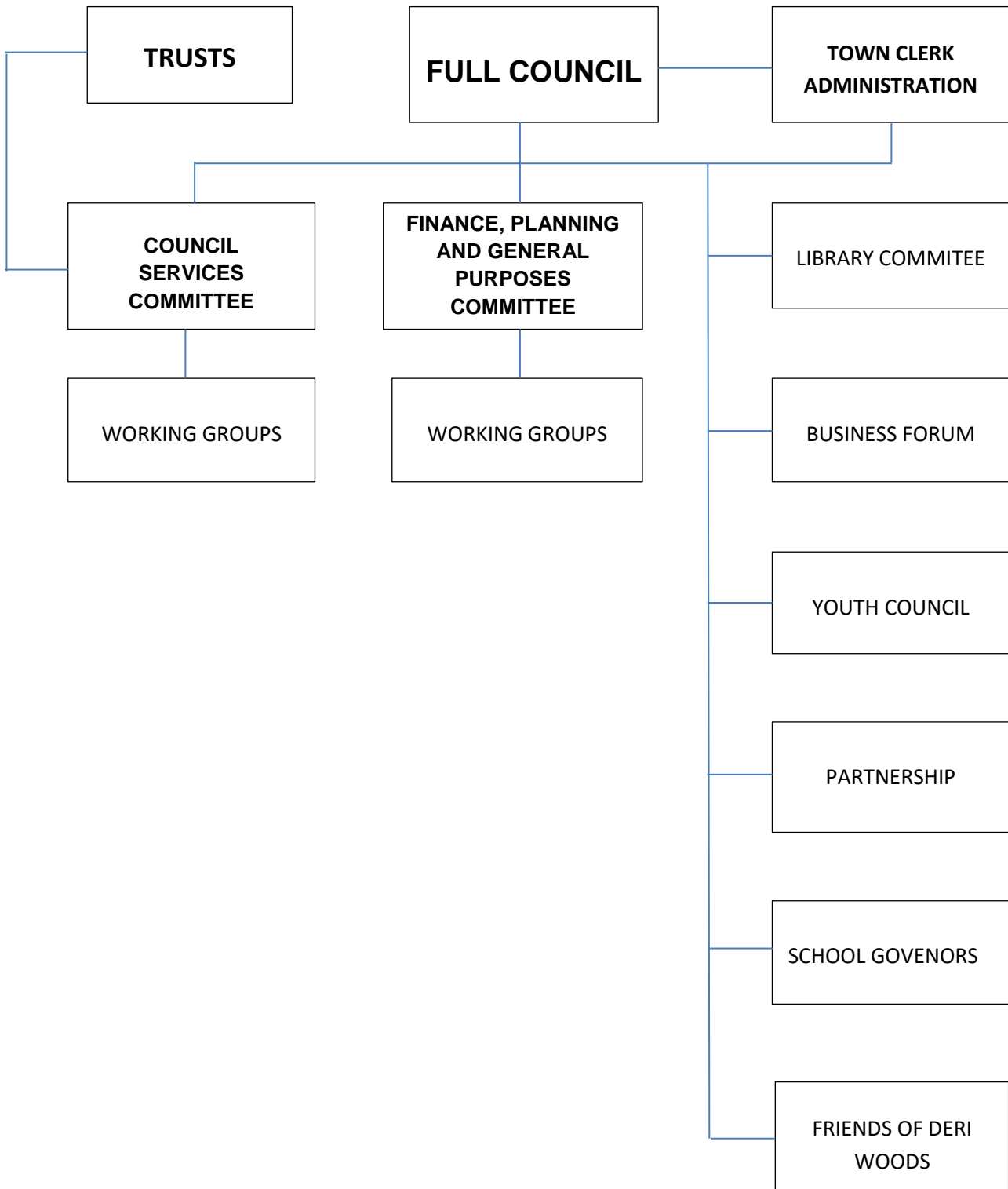


**LLANFAIR CAEREINION TOWN COUNCIL
STRUCTURE**



LLANFAIR CAEREINION TOWN COUNCIL STRUCTURE

1. FULL COUNCIL

1.1 MEMBERSHIP

All Councillors. A quorum is 4.

1.2 RESPONSIBILITIES

Overall responsibility for the Council.

Responsible for approving the budget, precept and approval of payments

Approve recommendations from Committees.

Directly to oversee statutory duties, elections, donations and administration.

1.3 MEETINGS

Monthly on the 4th Monday of each month (except August and in December it will be the 3rd Monday).

1.4 AUTHORITY

Total authority for all matters of the Council.

2. COUNCIL SERVICES COMMITTEE

2.1 MEMBERSHIP

There shall be 6 members appointed at the annual meeting (once the allocation of areas of activity is agreed and Councillors appointed the appropriate Councillors will form the Committee).

i.e. Those allocated to Mount Field, Deri Woods, Street Scene & Toilets, Chapel of Rest & Erw Ddwr, Playgrounds with Tennis Courts and St Marys Churchyard & War Memorial would form the Committee. A Quorum is a minimum of 3.

Other members will receive a copy of the papers so that they may attend if they wish. However only those officially on the Committee may vote.

2.2 RESPONSIBILITIES

To appoint a Chair and Vice Chair of the meetings.

To oversee the running of the Councils services and make recommendations to the Full Council for approval where it is a project, letting or involves spending.

2.3 MEETINGS

The first Monday of each month except August.

2.4 AUTHORITY

To make general decisions in the normal course of business and to make recommendations to the Full Council.

2.5 AREAS OF RESPONSIBILITY

Each member of the Committee will take on an area of interest and work with the Town Clerk regarding that area.

REF	AREA OF INTEREST	COUNCILLOR
1	MOUNT FIELD	
2	DERI WOODS	
3	ERW DDWR & CHAPEL OF REST	
4	PLAYGROUNDS, TENNIS COURTS & BOWLING CLUB	
5	STREET SCENE AND TOILETS	
6	ST MARYS CHURCHYARD & WAR MEMORIAL	

LLANFAIR CAEREINION TOWN COUNCIL STRUCTURE

3. FINANCE, PLANNING AND GENERAL PURPOSES COM2. COUNCIL SERVICES COMMITTEE

2.1 MEMBERSHIP

There shall be 6 members appointed at the annual meeting (once the allocation of areas of activity is agreed and Councillors appointed the appropriate Councillors will form the Committee).

i.e. Those allocated to finance, Planning, Publicity, PCC & outlying areas, External communications and consultations along with Events would form the Committee. A Quorum is a minimum of 3.

2.2 RESPONSIBILITIES

To appoint a Chair and Vice Chair of the meetings.

To oversee the running of the Councils finances, budgets, events, publicity, Powys County Council matters, Town Plan and consultations.

To make recommendations to the Full Council for approval where it is a project, letting or involves spending.

To respond to planning applications except where the issues are sensitive or of a larger nature (in which case an extension of time will be sought and it shall be referred to Full Council).

2.3 MEETINGS

The second Monday of each month except August and December.

2.4 AUTHORITY

To make general decisions in the normal course of business and to make recommendations to the Full Council.

2.5 AREAS OF RESPONSIBILITY

Each member of the Committee will take on an area of interest and work with the Town Clerk regarding that area.

RF	AREA OF INTEREST	
1	FINANCES	
2	PUBLICITY	
3	EXTERNAL COMMUNICATIONS & CONSULTATIONS	
4	PLANNING & DEVELOPMENT	
5	EVENTS	
6	OUTLYING AREAS AND POWYS MATTERS	

4. THE DERI WOODS RECRATION TRUST

4.1 MEMBERSHIP

All members operating as a single Trustee. A quorum for said meetings is 4.

4.2 RESPONSIBILITIES

To oversee the Trust and in particular to delegate its general maintenance to the Council Services Committee, set budgets, monitor finance, annual returns and give approval to recommendations from the Council Services Committee with regard to any lettings or land disposals.

The Council Services Committee is delegated to expend money on behalf of the Trust up to an agreed budget.

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4.3 MEETINGS

The Trust shall meet on the 3rd Monday in the months of May and November.

4.4 AUTHORITY

Total authority over all Trust matters as a Trustee.

5. THE RECRATION GROUND TRUST (Mount Field)

5.1 MEMBERSHIP

All members operating as a single Trustee. A quorum is 4.

5.2 RESPONSIBILITIES

To oversee the Trust and in particular to delegate its general maintenance to the Council Services Committee, set budgets, monitor finance, annual returns and give approval to recommendations from the Council Services Committee with regard to any lettings or land disposals.

The Council Services Committee is delegated to expend money on behalf of the Trust up to an agreed budget.

5.3 MEETINGS

The Trust shall meet on the 3rd Monday in the months of May and November.

5.4 AUTHORITY

Total authority over all Trust matters as a Trustee.

6. OFFICE & ADMINISTRATION

6.1 RESPONSIBILITIES

The responsibility of administering the Council administration is with the Town Clerk.

6.2 AUTHORITY

The Town Clerk operates within statute, delegated powers and reports to the Full Council.

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6. OUTSIDE BODIES

6.1 ORGANISATIONS

There shall be a representative elected at the Annual Meeting of the Council for the following outside bodies:

REF	ORGANISATION	NUMBER OF COUNCILLORS	COUNCILLORS
A	PARTNERSHIP	2	
B	YOUTH COUNCIL	2	
C	BUSINESS FORUM	2	
D	LIBRARY	1	
E	SCHOOL GOVENOR	1	
F	FRIENDS OF DERI WOODS	1	

6.2 RESPONSIBILITIES

To act as an ambassador for the Council and to represent the Councils views where such subjects have been discussed. In some cases the representative will need to refer a decision back to the Council. To report to the Council through the Town Clerks monthly updates and the Annual Report.

6.4 MEETINGS

Meeting will be as follows:

REF	ORGANISATION	MEETINGS
A	PARTNERSHIP	As set by the group from time to time
B	YOUTH COUNCIL	4 times a year generally on a weekday morning.
C	BUSINESS FORUM	4 times a year generally in the evening.
D	LIBRARY	As set by the Committee – generally afternoons.
E	SCHOOL GOVENOR	As set by the School, generally evenings.
F	FRIENDS OF DERI WOODS	As set by the group from time to time

6.5 AUTHORITY

To make represent the Council including making decisions on behalf of the Council which are strictly within Council policy and in line with Council decisions if known.

Robert A Robinson
Town Clerk
APRIL 2021