

TERMS OF REFERENCE FOR TOWN COUNCIL COMMITTEES

'Council and Committee meetings must all be advertised and open to the press and public'

[The Good Councillor's Guide for Community and Town Councillors Part 3 - 8. Meetings]

Committee	Scope
Health & Safety Committee [6 members/Quorum 3]	<ul style="list-style-type: none"> • MCC Health & Safety officer undertaking role of Health and Safety consultant • To carry out an assessment of risks facing the council and recommend appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required on an annual basis • To meet on an ad hoc basis as required • To take on the role of Allotments Committee • To make recommendations to Council
Twinning Committee [5 members/Quorum 3]	<ul style="list-style-type: none"> • To meet to consider twinning exchanges with Town Council's twin towns of Waghäusel & Morières-les-Avignon • To make recommendations to Council
Planning & Resources Committee	<ul style="list-style-type: none"> • Full – Decision making [17 members/Quorum 6] • To meet on second Tuesday of month • To make recommendations to Mon CC in respect of planning applications • To consider urgent items at discretion of Mayor
Cemetery, Finance, Estimates	Full Town Council [17 members/Quorum 6]
Personnel Committee [7 members/Quorum 3]	<ul style="list-style-type: none"> • To establish and keep under review the staffing structure of the Town Council and to make recommendations for any changes to the Town Council. • To draft, implement and review, monitor and revise policies for staff. • To establish and review salary paycales and to be responsible for their administration and review. • To oversee the recruitment and appointment of staff. • To arrange the execution of new employment contracts and changes to contracts. • <i>Town Council establish an Appeals Panel, as and when required, to deal with grievance and disciplinary matters - in accordance with Town Council policies.</i> • To make recommendations to Council

<p>Extremely Urgent Committee [Plenary]</p> <p>Mayor/Deputy Mayor + 2 Cllrs</p>	<p>To be called when an urgent decision is required that has either financial, health and safety or operational implications for Town Council and/or a decision that is deemed by the Mayor/Deputy Mayor and/or Clerk/Deputy Clerk that needs to be made before the minimum notice for a full council meeting to be called. This committee's powers are to make agreed decisions on behalf of the Council under the prevailing circumstances.</p> <p>To be ratified by Full Council</p>
<p>Planning Applications of Urgent Nature [eg holiday period]</p> <p>Mayor/Deputy Mayor + 2 Cllrs</p>	<p>To make recommendations to Mon CC on behalf of Town Council in respect of planning applications where a decision is required within a statutory time period.</p> <p>To be ratified by Full Council</p>
<p>Grants Committee</p> <p>Mayor/Deputy Mayor + 5 Cllrs</p>	<p>To review the grant application process, as necessary</p> <p>To consider grant application requests for assistance to local bodies</p> <p>To review every grant application submitted to Caldicot Town Council and ensure it meets requirements, as stated within the policy</p> <p>To make recommendations for awarding financial grants to local organisations, within an overall budget approved by the Town Council</p> <p>To make recommendations to Full Council</p>
<p>King George V Playing Fields Charity Trustee</p>	<p>Full Town Council</p>

May 21