

# **COMMITTEES TERMS OF REFERENCE 2025-26**

**Agreed: Annual Meeting 21 May 2025.**

## **Leisure and Tourism Committee**

**To support community cohesion within the community council area and to strengthen local communities' links with people and communities from elsewhere through the provision of, and support for, public events, projects and initiatives.**

The Committee should be nine voting Members – and, in any case, shall be no fewer than five – appointed by Full Council. The Committee may appoint additional Members as non-voting members of the Committee.

The Chair of the Committee shall convene an ordinary meeting of the Committee at least once every quarter.

The Committee shall have the authority to establish sub-committees and/or working groups from within the membership of the Committee and to appoint other Members of the Council to the sub-committees and/or working groups for which it is responsible.

The Committee shall have the authority to appoint members of the Committee (or of a sub-committee or working group) who are not Members of the Council. The Committee is advised to actively seek to appoint non-Council Members with specialist knowledge of matters that fall within the remit of the Committee, and these shall for all purposes be treated as non-voting members of that committee, sub-committee or working group.

The Committee's duties shall be:

To appoint, from within the membership of the Committee, the members of, set the terms of reference for, and manage the meetings and activities of the following working group (including any associated delegated budget) and any other sub-committees and working groups (including any associated delegated budget) whose management is delegated to the Committee by the Full Council:

- Christmas Lights Working Group

To appoint, from within the membership of the Committee, members of the following joint committees and external bodies:

- Blaenau Gwent Armed Forces Covenant Steering Group (one member)

To manage on behalf of the Community Council the following public events, projects and initiatives and to authorise expenditure within the associated budget lines that shall be delegated to the Committee by the Full Council:

- Christmas lights central contract (£38,000)
- Christmas lights overhaul and maintenance (£1,000)
- Llanhilleth TRA Christmas lights (£3,000)
- Brynithel Community Centre Christmas lights (£1,500)
- Swffryd Community Centre Christmas lights (£1,500)
- Bournville Community Centre Christmas lights (£1,500)
- Aberbeeg TRA Christmas lights (£1,500)
- Pentref Tyleri Christmas lights (£1,500)
- Friends of BG & Roseheyworth Christmas Lights (£1500)
- Christmas lights electricity costs (£750)

- Events and initiatives connected with Remembrance Sunday (£300)
- Maintenance of War Memorial sites (£3,500)
- Development of Abertillery War Memorial site (£5,000)
- Loneliness Project (£7,500)
- Viaduct Run/Ras Draphont (£6,500)
- Community summer cinema events (£10,000)
- Party in the Park (£15,000)
- Llanhilleth Summer Fete (£5,000)
- Musical concerts (£750)
- Grant funding to Abertillery Rock and Blues Festival (£2,000)
- Grant funding to Zion Miners Chapel (£2,000)
- Grant funding to Six Bells Park (toilets) (£1740)
- Six Bells Park centenary (£10,000)
- Abertillery RFC music events (£2,000)

To manage on behalf of the Community Council any other public events, projects and initiatives and the associated budget lines that shall be delegated to the Committee by the Full Council.

To work with external agencies and grant-giving bodies, managing applications, as appropriate, by the Council for funding for events, projects and initiatives that fall within the remit of the Committee.

To scrutinise applications from external organisations for Council Grant funding for public events, projects and initiatives that fall within the remit of the Committee and to make recommendations to the Full Council.

To scope and cost proposals for Council support for projects, initiatives and public events in the subsequent financial year that fall within the remit of the Committee and to prepare a budget for these in accordance with the Council's budget-setting procedures.

On request, to provide reports and/or presentations to the Finance and Governance Committee in regards to project planning and expenditure.

To work with external agencies and grant-giving bodies, managing applications, as appropriate, by the Council for funding for events, projects and initiatives that fall within the remit of the Committee.

To consider the needs of the Community Council area and the opportunities for the Council in regards to the Well-being of Future Generations (Wales) Act 2015, the Blaenau Gwent Public Services Board Well-being Plan and the power to promote or improve economic, social or environmental Well-being under the Local Government Act 2000, and to make recommendations to the Full Council.

## **PlaCE – Planning, Commerce and the Environment Committee**

**To support the responsible development and maintenance of the built and natural environment within the Community Council area.**

**To support the development and maintenance of conditions favourable to retail, commercial and business activities within the Community Council area through the provision of, and support for, events, projects and initiatives.**

The Committee should be nine voting Members – and, in any case, shall be no fewer than five – appointed by Full Council. The Committee may appoint additional Members as non-voting members of the Committee.

The Chair of the Committee shall convene an ordinary meeting of the Committee at least once every quarter.

The Committee shall have the authority to establish sub-committees and/or working groups from within the membership of the Committee and to appoint other Members of the Council to the sub-committees and/or working groups for which it is responsible.

The Committee shall have the authority to appoint members of the Committee (or of a sub-committee or working group) who are not Members of the Council. The Committee is advised to actively seek to appoint non-Council Members with specialist knowledge of matters that fall within the remit of the Committee, and these shall for all purposes be treated as non-voting members of that committee, sub-committee or working group.

The Committee's duties shall be:

To appoint, from within the membership of the Committee, members of the following joint committees and external bodies:

- Blaenau Gwent Heritage Forum (two members)

To consider and respond to public consultations and to express the views of the Council in regard to planning applications and other development control matters within, or that have a direct impact on, the Community Council area.

To consider, and respond on behalf of the Council to the Planning Authority on, matters regarding statutory structural and local plans.

To engage on behalf of the Council in informal and formal public consultation and public examination of the Blaenau Gwent Local Development Plan and relevant Place Plans.

To consider, and respond on behalf of the Council to the relevant bodies on, matters regarding:

- Highways, transport and vehicle parking
- Listed buildings
- Conservation orders and other environmental matters
- Licensing applications
- Tree preservation orders

To appoint, from within the membership of the Committee, the members of, set the terms of reference for, and manage the meetings and activities of any sub-committees and Working Groups (including any associated delegated budget) whose management is delegated to the Committee by the Full Council and to appoint other Members of the Council to those sub-committees and/or working groups:

To manage on behalf of the Community Council the following projects, initiatives and public events and to authorise expenditure within the associated budget lines that shall be delegated to the Committee by the Full Council:

- Town in Bloom (£15,000)
- Town in Bloom maintenance (£1000)
- Town in Bloom community involvement (£3,000)
- Wales in Bloom (£750)
- Grant funding to Ffrindiau Tyleri for town centre events (£10,000)
- Allotments (£800)
- Provision of two new community defibrillators (£3,500)
- Maintenance of community defibrillators (£1,500)
- Community transport (£2,500)
- Adam Street Allotment Apiary Funding (£5,000)

To manage on behalf of the Community Council any other public events, projects and initiatives and the associated budget lines that shall be delegated to the Committee by the Full Council.

To work with external agencies and grant-giving bodies, managing applications, as appropriate, by the Council for funding for events, projects and initiatives that fall within the remit of the Committee.

To scrutinise applications from external organisations for grant funding from the Council for public events, projects and initiatives that fall within the remit of the Committee, and to make recommendations to the Full Council.

To scope and cost proposals for Council support for projects, initiatives and public events in the subsequent financial year that fall within the remit of the Committee and to prepare a budget for these in accordance with the Council's budget-setting procedures.

On request, to provide reports and/or presentations to the Finance and Governance Committee in regards to project planning and expenditure.

To consider the needs of the Community Council area and the opportunities for the Council in regards to the Well-being of Future Generations (Wales) Act 2015, the Blaenau Gwent Public Services Board Well-being Plan and the power to promote or improve economic, social or environmental Well-being under the Local Government Act 2000, and to make recommendations to the Full Council.

## **Finance and Governance Committee**

To monitor, review and assist in the effective financial management and overall governance of the Council.

The Finance and Governance Committee is appointed by and solely responsible to Abertillery and Llanhilleth Community Council.

The Committee should be seven voting Members – and, in any case, shall be no fewer than five – appointed by Full Council. The Committee may appoint additional Members as non-voting members of the Committee.

The Chair of the Council, and the Chairs of Committees to which the Council has delegated powers to authorise expenditure, shall not be members of the Finance and Governance Committee. It is recommended that the Vice Chair of the Council is on the Finance and Governance Committee in preparation for their year in office as Chair.

The Chair of the Committee shall convene an ordinary meeting, as per the annual committee workplan that has been agreed by the Committee, no later than the first week in any year which will include the Committee holding budget scrutiny meetings in October, November and December in accordance with the Council's budget-setting procedures.

The Committee shall have the authority to establish sub-committees and/or working groups from within the membership of the Committee and to appoint other Members of the Council to the sub-committees and/or working groups for which it is responsible.

The Committee shall have the authority to appoint members of the Committee (or of a sub-committee or working group) who are not Members of the Council. The Committee is advised to actively seek to appoint non-Council Members with specialist knowledge of matters that fall within the remit of the Committee, and these shall for all purposes be treated as non-voting members of that committee, sub-committee or working group.

The Committee's duties shall be:

To make changes to any internal Council process or procedures that relates to Financial oversight and/or Governance of the Council.

To monitor, review, and to make recommendations to the Council regarding:

- the financial resources required by the Council to fulfil its statutory obligations and to support the well-being of its communities;
- the Council's borrowing requirements, reserve funds, investments and banking arrangements;
- the charging policies for services provided by, and provided to, the Council.
- ensuring that the Financial Regulations and Standing Orders of Council are reviewed annually and make any recommendations to Council of changes. This Committee cannot make changes to either the Financial Regulations or Standing Orders without a Council decision to do so;
- ensuring any legislative requirements have been complied with.

To monitor, review, and to make decisions on behalf of the Council (this does not replace the Council's overall statutory responsibilities), regarding the effectiveness of the Council's systems of internal financial control, specifically:

- Ensuring compliance with Regulations, statute or law and the Council's Standing Orders and Financial Regulations;

- Ensuring an adequate and effective system of internal audit of the Council's accounting records and system of internal control;
- Monitoring the Council's income and expenditure against agreed budgets;
- Ensuring that accounts are properly maintained and reflect current best practice;
- Ensuring that bank reconciliations are undertaken monthly by two members of the Finance and Governance Committee on a rota basis;
- Receiving and reviewing the Council's draft accounts, draft Annual Return and draft Governance Statement, and making recommendations to the Council.

To monitor financial transactions including receipts, payments and bank transfers.

To identify financial risks that may prevent the Council achieving its aims and objectives, and take any actions it deems necessary to mitigate those risks.

To conduct a review of any completed Council tender process.

To liaise with the Internal Auditor, ensure that the Internal Audit process is fit for purpose and that any recommendations from the Internal Auditor are reviewed and, where applicable, acted upon.

Review the progress of the Councils compliance to "The Finance and Governance Toolkit" as adopted by One Voice Wales and SLCC, and where applicable take any actions to progress completion of the Toolkit.

Consider any and all policies concerning the governance of grants paid by Council.

Ensuring that essential policies and documents (not covered by other committees) are developed, created, monitored, maintained and adhered to with the appropriate recommendations to Council for amendment and/or adoption.

Ensuring that Council is appropriately transparent and accountable in line with legislation, the Transparency Codes and any frameworks set by Council itself.

To ensure that the Council has appropriate insurance cover in place relating to buildings, property, staff, Members, public liability and employers' liability, and to make recommendations to the Council.

To determine applications from the Responsible Financial Officer and from Committees for authority to overspend up to and including £500 against any individual budget line<sup>1</sup>. Any overspend above £500 will have to be agreed by Full Council following a recommendation from the Finance and Governance Committee.

In accordance with the Council's budget-setting procedures:

- The Finance and Governance Committee will call in Chairs or responsible project leads or RFO to agree actions to address potential significant variations in the budget.
- To receive final budget presentations from the Responsible Financial Officer and from Committees and to compile a budget report and written recommendations plus written recommendations as to contingencies, reserves (including any proposals for earmarked reserves) and the precept for submission to the Full Council budget-setting meeting.
- On request, to receive reports and/or presentations as to project planning and expenditure from the Responsible Financial Officer and from Committees, to

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<sup>1</sup> Where an application for an overspend is not approved by the Finance and Governance Committee, a Committee may make an application directly to the Full Council. Where an urgent decision is required, it may be necessary for applications for overspends to be made directly to the Full Council, which meets more frequently.

scrutinise expenditure and expenditure proposals, and to make recommendations (to be minuted) to the Responsible Financial Officer and to the Committees.

To consider the needs of the Community Council area and the opportunities for the Council in regards to the Well-being of Future Generations (Wales) Act 2015, the Blaenau Gwent Public Services Board Well-being Plan and the power to promote or improve economic, social or environmental Well-being under the Local Government Act 2000, and to make recommendations to the Full Council.

### **Human Resources Committee (As Amended 31<sup>st</sup> January 2024)**

**To monitor and review the performance of the Council's officers and to assist them to ensure the effective management of the Council's business.**

The Committee shall be five Members, including the Chair of the Council – who shall be Chair of the Committee – and the Vice Chair of the Council.

The Chair of the Committee shall convene an ordinary meeting of the Committee at least once every quarter.

The Committee will exercise on behalf of the Council its powers relating to:

- Recruitment, rates of remuneration, termination of service, education, training, conditions of service, career development and all other similar matters relating to employees and, where relevant (such as in matters of training), members of Council. Where any HR Committee decision leads to a permanent increase in staff resources this will have to be recommended to Full Council for their decision.  
Any bonus payments to staff will have to be recommended to Full Council for their decision.  
Any termination payment that exceeds a member of staff's annual, full pay, medical leave limit will have to be recommended to Full Council for their decision.
- Performance reviews and annual appraisals.
- All matters concerning working conditions, employee service, staff welfare, agreements concerning salaries, sickness and grievance procedures, disciplinary measures, disputes and consultations with employees and their representatives.
- All matters relating to safety at work, risk assessment and safety policies.
- The exercise of any discretion in respect of any employee under the Local Government Superannuation Act and regulations.
- All other routine Human Resource matters within the general policies of the Council.

The Committee shall undertake a review of staffing and pay structure at least once in every financial year and will make recommendations to Full Council.

The Committee shall have the authority to establish sub-committees and/or working groups from within the membership of the Committee and to appoint other Members of the Council to the sub-committees and/or working groups for which it is responsible.

The Committee shall consider the needs of the Community Council area and the opportunities for the Council in regards to the Well-being of Future Generations (Wales) Act 2015, the Blaenau Gwent Public Services Board Well-being Plan and the power to promote or improve economic, social or environmental Well-being under the Local Government Act 2000, and to make recommendations to the Full Council.

The Committee shall have the authority to appoint members of the Committee (or of a sub-committee or working group) who are not Members of the Council. The Committee is advised

to actively seek to appoint non-Council Members with specialist knowledge of matters that fall within the remit of the Committee, and these shall for all purposes be treated as non-voting members of that committee, sub-committee or working group.



## **Community Empowerment Committee**

**To combat alienation and social isolation among young people up to the age of eighteen, to support them to engage constructively with their local community and to assist them to inform and influence decisions within their local community that affect their lives.**

To support people aged eighteen and over who could be described as vulnerable, isolated or disadvantaged within society and to assist them to inform and influence decisions within their local community that affect their lives.

The Committee should be five voting Members – and, in any case, shall be no fewer than three – appointed by Full Council. The Committee may appoint additional Members as non-voting members of the Committee.

The Committee shall have the authority to establish sub-committees and/or working groups from within the membership of the Committee and to appoint other Members of the Council to the sub-committees and/or working groups for which it is responsible.

The Committee shall have the authority to appoint members of the Committee (or of a sub-committee or working group) who are not Members of the Council. The Committee is advised to actively seek to appoint non-Council Members with specialist knowledge of matters that fall within the remit of the Committee, and these shall for all purposes be treated as non-voting members of that committee, sub-committee or working group.

The Chair of the Committee shall convene an ordinary meeting of the Committee at least once every two months.

The Committee's duties shall be:

To establish criteria for measuring the effectiveness, value-for-money and performance of Community Council-funded youth work.

To continually review the effectiveness, value-for-money and performance of Community Council-funded youth work.

To liaise with external agencies to formulate proposals for future youth engagement initiatives.

To examine external sources of additional funding for youth engagement initiatives and, if need be, help establish groups and act as members of those groups.

To take steps to establish a Youth Council/Forum within the Community Council area.

To manage on behalf of the Community Council the following projects, initiatives and public events and to authorise expenditure within the associated budget lines that shall be delegated to the Committee by the Full Council:

- Blaenau Gwent detached team (£60,000)
- Off the Streets initiative (£60,000)
- New Website (£5,000)
- Extra-curricular transport for schools (£10,000)
- Councillor Surgeries (£1,000)

To submit proposed terms of reference for the Committee's adult engagement responsibilities to a future meeting of the Full Council.

To appoint, from within the membership of the Committee, the members of, set the terms of reference for, and manage the meetings and activities of the following working group (including any associated delegated budget) and any other sub-committees and working groups

(including any associated delegated budget) whose management is delegated to the Committee by the Full Council and to appoint other Members of the Council to those sub-committees and/or working groups:

- Youth Engagement working group
- Adult Engagement working group
- Communications Working Group

To manage on behalf of the Community Council any other public events, projects and initiatives and the associated budget lines that shall be delegated to the Committee by the Full Council.

To work with external agencies and grant-giving bodies, managing applications, as appropriate, by the Council for funding for events, projects and initiatives that fall within the remit of the Committee.

To scope and cost proposals for Council support for projects, initiatives and public events in the subsequent financial year that fall within the remit of the Committee and to prepare a budget for these in accordance with the Council's budget-setting procedures.

To consider the needs of the Community Council area and the opportunities for the Council in regards to the Well-being of Future Generations (Wales) Act 2015, the Blaenau Gwent Public Services Board Well-being Plan and the power to promote or improve economic, social or environmental Well-being under the Local Government Act 2000, and to make recommendations to the Full Council.

To understand the causes of social isolation in the Abertillery and Llanhilleth Community Council area.

To take a lead role – in cooperation with officers and other Council committees – in developing this Council's strategies to combat social disenfranchisement and marginalisation.

To make recommendations regarding Council strategies to ensure that no one in the Abertillery and Llanhilleth Community Council area is excluded from being able to play a full role in helping to build cohesive communities.

To identify – and collate information on – community groups and organisations that have connections with adults aged 18-and-over at risk of being marginalised within society.

To identify and develop ways in which this Council can help to maintain and strengthen the work of such community groups and organisations.

To reinforce this Council's work to liaise between such groups, helping them to network and to build links and connections that strengthen the voice of marginalised people aged 18-and-over in the decision-making processes of this Council and other public bodies.

### **Joint Committee of Local Councils in Blaenau Gwent (JCLC)**

The Full Council shall nominate up to five Members of the Council to the Joint Committee of Local Councils in Blaenau Gwent. These Members shall be the Blaenau Gwent Consultative Committee of the Council.

The Committee will nominate two Members who have attended a meeting of the Joint Committee of Local Councils in Blaenau Gwent to represent the Council at the subsequent Consultation with Blaenau Gwent County Borough Council

The Committee shall draft its terms of reference, which will be submitted for ratification at a future meeting of the Council.

### **External Bodies**

The Full Council may nominate members of the following external bodies:

- Abertillery and District Twinning Association (up to two members)
- St Illtyd's Community Primary (one nominee, who need not be a Member of the Council)
- Sofrydd Primary School (one nominee, who need not be a Member of the Council)