

TERMS OF REFERENCE FOR MAGOR WITH UNDY COMMUNITY COUNCIL'S COMMITTEES AND WORKING GROUPS

Committee	Scope	Other
<p>Parks & Open Spaces Committee</p> <p><i>[Minimum of 6 members – Maximum of 7 members /Quorum 4]</i></p> <p><i>[Meetings to be held on an ad-hoc basis]</i></p>	<p>To include, but not restricted to:</p> <ul style="list-style-type: none"> • Play Parks • Skate Park • Footpaths • Open Spaces • Village Greens • Undy Pound • Commons • Street Furniture • Procurators House • War Memorial • Common-y-coed Plantation • Poor Land • Tennis Courts • Allotments • Health & Safety re assets • Dog Fouling • Trees, hedges and verges • Outdoor sports/pitches • Bus shelters • Car Parks • Summer Outreach Sessions • Signage <ul style="list-style-type: none"> ○ Directional 	<ul style="list-style-type: none"> • Chair and Vice Chair to be elected at its first meeting of each new term of office year (May). Membership to be reconfirmed annually at the Full Council's Annual Meeting (May). • Only Council members of the Committee will be afforded voting rights in line with Standing Orders 4.b • Committee may invite members of the public, or other Councillors, to attend meetings in an advisory capacity, or to work on specific projects on an ad-hoc basis. <p>Committee may consult with professional bodies for legal advice in line with Financial Regulations 4.1</p> <ul style="list-style-type: none"> • To deal with all matters relating to the scope of the Committee including any additional passed to it by Full Council. • To carry out assessment of risks facing the Council in respect of committee's remit, 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 manage works and budgets in respect of the Committee's scope and remit, making any recommendations to Full Council if it is deemed necessary to do so • To feedback progress or recommendations to Full Council as required.

	<ul style="list-style-type: none"> ○ Brown & White ● Outdoor Events ● Grass-cutting ● Sycamore Terrace ● Car Parks ● On-Street parking 	<ul style="list-style-type: none"> ● The Committee will have delegated budgetary responsibility to ensure effective management and delivery of scope of work including key identified projects as determined by the Committee
<p>Admin & Personnel Committee</p> <p><i>[Minimum of 6 members – Maximum of 7 members /Quorum 4]</i></p> <p><i>[Meetings to be held on an ad-hoc basis]</i></p>	<p>To include, but not restricted to:</p> <ul style="list-style-type: none"> ● Audit ● Legal ● Personnel <ul style="list-style-type: none"> ○ Salaries & Wages ○ Pensions ○ Disciplinary ○ Grievance ○ Employee Rights & Obligations ○ Management ○ Staff Development ○ Recruitment ○ Termination ● Finance <ul style="list-style-type: none"> ○ Grants & Awards ○ Financial Regulations ○ Budget Reviews ● Insurance ● Policies <ul style="list-style-type: none"> ○ Review ○ Implementation ● Grants & Awards ● Councillor Conduct ● Complaints <ul style="list-style-type: none"> ○ Local Resolutions 	<ul style="list-style-type: none"> ● Chair and Vice Chair to be elected at its first meeting of each new term of office year (May). Membership to be reconfirmed annually at the Full Council’s Annual Meeting (May). ● Only Council members of the Committee will be afforded voting rights in line with Standing Order 4.b ● Committee may invite consultants, professional bodies, legal representatives, members of the public, or other Councillors, to attend meetings in an advisory capacity, or to work on specific projects on an ad-hoc basis. ● Committee may consult with professional bodies for legal advice in line with Financial Regulations 4.1 ● To deal with all matters relating to the scope of the Committee including any additional passed to it by Full Council. ● To carry out assessment of risks facing the Council in respect of the committee’s remit, 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 manage any matters arising in connection with the Committee’s scope and remit, reporting back or making any recommendations to Full Council if it is deemed necessary to do so i.e. financial or reputational situations

	<ul style="list-style-type: none"> ○ Residents ○ PSOW ● Investigations ● General Health & Safety & Risk Assessments ● Risk Management ● Electoral Process <ul style="list-style-type: none"> ○ Councillor Resignation ○ Elections Mid-Term ○ Co-option ● Training <ul style="list-style-type: none"> ○ Staff ○ Councillors 	<ul style="list-style-type: none"> ● To make the decision and/or recommendation to exclude the press and public from meetings under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 where it deems the disclosure of information, data, exempt information etc. is likely to be prejudicial , in breach of the Data Protection Act or similar or likely to have an adverse effect on a member of the public, staff or council ● Chair/Vice Chair (A&P) and/or Chair/Vice Chair (Full Council) to act as line managers for the Clerk to the Council/Proper Officer etc. ● Chair/Vice Chair (A&P) and/or Chair/Vice Chair (Full Council) to initially deal with the referral of any ‘written’ or ‘verbal’ Councillor related personnel/member/resident issues e.g. Code of Conduct, complaints or grievance issues ● The Committee will have delegated budgetary responsibility to ensure effective management and delivery of scope of work including key identified projects
<p>Communication & Community Liaison Committee</p> <p><i>[Minimum of 6 members- Maximum of 7 members /Quorum 3]</i></p> <p><i>[Meetings to be held on an ad-hoc basis]</i></p>	<p>To include, but not restricted to:</p> <ul style="list-style-type: none"> ● Liaison <ul style="list-style-type: none"> ○ Police ○ Residents ○ Businesses ○ Mon Communications ● Publicity <ul style="list-style-type: none"> ○ Newsletters ○ Local Publications ○ Press Releases ○ Advertising Exhibitions & Consultations ● Tourism 	<ul style="list-style-type: none"> ● Chair and Vice Chair to be elected at its first meeting of each new term of office year (May). Membership to be reconfirmed annually at the Full Council’s Annual Meeting (May). ● Only Council members of the Committee will be afforded voting rights in line with Standing Order 4.b ● Committee may invite members of the public, or other Councillors, to attend meetings in an advisory capacity, or to work on specific projects on an ad-hoc basis. ● Committee may consult with professional bodies for legal advice in line with Financial Regulations 4.1 ● To deal with all matters relating to the scope of the Committee

	<ul style="list-style-type: none"> • Development Plan • Social Media <ul style="list-style-type: none"> ○ Web Content Management ○ Social Media Monitoring • Events 	<p>including any additional passed to it by Full Council.</p> <ul style="list-style-type: none"> • To carry out assessment of risks facing the Council in respect of committee's remit, 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 manage works and budgets in respect of the Committee's scope and remit, making any recommendations to Full Council if it is deemed necessary to do so • To feedback progress or recommendations to Full Council as required. • The Committee will have delegated budgetary responsibility to ensure effective management and delivery of scope of work including key identified projects
<p>Planning Application Review Group</p> <p><i>[6 members /Quorum 3]</i></p> <p><i>[Meetings to be held on an ad-hoc basis]</i></p>	<p>To include, but not restricted to:</p> <ul style="list-style-type: none"> • MCC Planning Applications • NBC Planning Applications • Severn Estuary Dredging Applications • Local Development Plan • Planning Enforcement <ul style="list-style-type: none"> ○ Encroachment ○ Building Regulations ○ Not to Plan ○ Change of Use 	<ul style="list-style-type: none"> • To deal with Planning Applications of an urgent nature e.g. where a decision is required within a statutory time period including those requiring a response during a holiday period and to make recommendations to Monmouthshire County Council on behalf of the Community Council in respect of planning applications • Clerk to attempt to get email responses from all Councillors to enable a more informed and collective decision to be made on behalf of the Council by the Review Group. • Any decisions and recommendations to Mon CC made by this Review Group to be reported back at the next Full Council
<p>Elderly Focus Group</p> <p><i>[No Minimum Number Required]</i></p>	<p>To include, but not restricted to:</p> <ul style="list-style-type: none"> • Senior Citizen Welfare • Munchies Clubs 	<ul style="list-style-type: none"> • Group to comprise of those Councillors expressing an interest in this particular area/genre. • Members to work as part of a group or as individuals

	<ul style="list-style-type: none"> ○ St Marys Magor ○ St Marys Undy ○ Baptist Church ● MHA & Melin Homes ● Coffee Mornings ● 	<ul style="list-style-type: none"> ● Members to attend meetings, functions etc. relating to any of the subjects scoped for this group ● Members to liaise with Council’s committees where there is a crossover of priorities etc. ● Members to consider any ‘consultations’ presented by various governmental departments that relate to, or will have an impact on this subject matter and feedback thoughts and comments for consideration by Full Council and collation by the Clerk. ● Members to feedback on any aspect of this focus group’s remit and scope.
<p>Community Health Focus Group</p> <p><i>[No Minimum Number Required]</i></p>	<p>To include, but not restricted to:</p> <ul style="list-style-type: none"> ● Aneurin Bevan Health Board ● Community Health Council ● Patient Participation Group- Patients Voice ● Doctor Surgeries ● Dental Surgeries ● Chemist ● Breast Screening ● Blood Donation ● Well Woman/Man clinics ● Self Help Groups 	<ul style="list-style-type: none"> ● Group to comprise of those Councillors expressing an interest in this particular area/genre. ● Members to work as part of a group or as individuals ● Members to attend meetings, functions etc. relating to any of the subjects scoped for this group ● Members to liaise with Council’s committees where there is a crossover of priorities etc. ● Members to consider any ‘consultations’ presented by various governmental departments that relate to, or will have an impact on this subject matter and feedback thoughts and comments for consideration by Full Council and collation by the Clerk. ● Members to feedback on any aspect of this focus group’s remit and scope.

<p>Sport & Leisure Facilities Focus Group</p> <p><i>[No Minimum Number Required]</i></p>	<p>To include, but not restricted to:</p> <ul style="list-style-type: none"> • Undy AFC • Magor RFC • Magor Undy Tennis Club • Kari Davies Coaching • Tennis Courts • Summer Outreach Sessions • Positive Futures Street Sports 	<ul style="list-style-type: none"> • Group to comprise of those Councillors expressing an interest in this particular area/genre. • Members to work as part of a group or as individuals • Members to attend meetings, functions etc. relating to any of the subjects scoped for this group • Members to liaise with Council’s committees where there is a crossover of priorities etc. • Members to consider any ‘consultations’ presented by various governmental departments that relate to, or will have an impact on this subject matter and feedback thoughts and comments for consideration by Full Council and collation by the Clerk. • Members to feedback on any aspect of this focus group’s remit and scope.
<p>Transport & Highways Focus Group</p> <p><i>[No Minimum Number Required]</i></p>	<p>To include, but not restricted to:</p> <ul style="list-style-type: none"> • Public Transport <ul style="list-style-type: none"> ○ Buses (including Bus stops, timetables etc.) ○ Trains (including STJ, parking, timetables) • Magor Rail Station <ul style="list-style-type: none"> ○ MAGOR ○ Metro • SAR development • M4 development • M48 Link Road • B4245 	<ul style="list-style-type: none"> • Group to comprise of those Councillors expressing an interest in this particular area/genre. • Members to work as part of a group or as individuals • Members to attend meetings, functions etc. relating to any of the subjects scoped for this group • Members to liaise with Council’s committees where there is a crossover of priorities etc. • Members to consider any ‘consultations’ presented by various governmental departments that relate to, or will have an impact on this subject matter and feedback thoughts and comments for consideration by Full Council and collation by the Clerk.

	<ul style="list-style-type: none"> • Village Road Infrastructure • Road Closures • Lighting • Signage 	<ul style="list-style-type: none"> • Members to feedback on any aspect of this focus group’s remit and scope. Group to comprise of those Councillors expressing an interest in this particular area/genre. • Members to work as part of a group or as individuals • Members to attend meetings, functions etc. relating to any of the subjects scoped for this group • Members to liaise with Council’s committees where there is a crossover of priorities etc. • Members to consider any ‘consultations’ presented by various governmental departments that relate to, or will have an impact on this subject matter and feedback thoughts and comments for consideration by Full Council and collation by the Clerk. • Members to feedback on any aspect of this focus group’s remit and scope.
<p>Youth Groups/Youth Activities Focus Group</p> <p><i>[No Minimum Number Required]</i></p>	<p>To include, but not restricted to:</p> <ul style="list-style-type: none"> • Caldicot Zone (Youth Club) • Scouts, Ranger Guides, Brownies, Cubs, Rainbows • Wildlife Warriors • Magor Baptist Church Youth Club • Young People’s Recreation Class providers <ul style="list-style-type: none"> ○ Tae Kwando ○ Ballet ○ Dance 	<ul style="list-style-type: none"> • Group to comprise of those Councillors expressing an interest in this particular area/genre. • Members to work as part of a group or as individuals • Members to attend meetings, functions etc. relating to any of the subjects scoped for this group • Members to liaise with Council’s committees where there is a crossover of priorities etc. • Members to consider any ‘consultations’ presented by various governmental departments that relate to, or will have an impact on this

	<ul style="list-style-type: none"> ○ Drama Etc. ● Monmouthshire Youth Services ● Positive Futures Street Sports ● Summer Outreach Sessions ● Summer Play schemes 	<p>subject matter and feedback thoughts and comments for consideration by Full Council and collation by the Clerk.</p> <ul style="list-style-type: none"> ● Members to feedback on any aspect of this focus group's remit and scope.
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