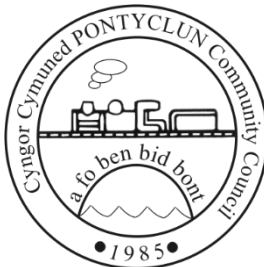


Cyngor Cymuned Pontyclun Community Council

**Council Working Groups terms of
reference**

Last review June 2023



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Mission Statement

Pontyclun Community Council will work with residents and their organisations to ensure an active, lively and successful future for the communities of Pontyclun.

Key Strategies of the Council

1. Pontyclun Community Council will foster and support community engagement and ensure that the actions of the Council are transparent and accountable
2. Pontyclun Community Council will administer the Council and its activities to ensure that residents get good value from the Council
3. Pontyclun Community Council will act with other agencies to improve the economic well-being of the residents, community, services and businesses
4. Pontyclun Community Council will act to work with other organisations to improve the physical environment of the community
5. Pontyclun Community Council will promote the well-being of the residents and develop initiatives that will foster community cohesion and social inclusion through social and cultural activities

The Council has created 4 working groups responsible for delivering on these objectives.

All the working groups are 'advisory committees'. They work to prepare reports and recommendations for consideration by the council.

The council may delegate responsibility for decision taking by a working group only on the basis of a specific resolution for a specified matter.

Working group terms of reference

Administration

The Administration working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding the governance and management of the community council and development of its services.

It will consider advice on:

- the governance of the Community Council;
- the preparation of a Place Plan
- Community Engagement including the Involvement of Young People in the work of the Community Council by using their School Councils, co-opting onto Community Council and the development of a Youth Forums
- Oversight of the administration, human resource management and financial management of the Community Council;
- the preparation of draft budgets for consideration by the Council
- Quality Assurance and Wellbeing of the future
- The relationship with the Community Centre Management Committee
- Public relations including relationships with RCT Council, Welsh Government, the Local Health Board, neighbouring community councils and all other agencies which impact on the community of Pontyclun
- Oversight of asset management including assets.
- projects that do not fall under the remit of any other working group;
- any other matter it considers relevant to the strategic objective.

Economy

The Economic working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding the economic well-being of the residents, community, services and businesses of the Community of Pontyclun and development of the Council's services to support this.

It will consider advice on:

- The means of making the village centre more attractive and conducive to successful business
- Supporting business networks
- Signposting to business grants
- Promoting Pontyclun to tourists, visitors, businesses and shoppers.
- Improving parking and traffic management in Pontyclun Community area especially the centre of Pontyclun and Groesfaen
- Promoting use of footpaths and cycle ways
- Improving Public Transport, the Station and rail links
- Crime prevention initiatives
- Maximising benefits of the SEW Metro system to our area
- Any other matter it considers relevant to the strategic objective

Environment

The Environment working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding the physical environment of the Community of Pontyclun and development of the Council's services to support this.

It will consider advice on:

- The management and development of Pontyclun Park including its community gardens
- The management of Ivor Woods, grass verges and public footpaths
- The potential for a Community Council role in the management and ownership of Cefn y Hendy and Coed y Hendy
- Flower tubs, hanging baskets and the greening of public spaces
- Provision of seating in village centre and elsewhere
- Work with residents and groups to control litter and make other improvements
- River cleanliness
- Dog fouling
- Local woodlands and grass verges under Council management
- Any other matter it considers relevant to the strategic objective

Social and Cultural Activities

The Environment working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding initiatives that will foster community cohesion and social inclusion through social and cultural activities and development of the Council's services to support this.

It will consider advice on:

- The celebration promotion and support of community groups including those relating to social, cultural and sporting activity
- The provision of the Christmas lights and a Festival associated with the Christmas lights
- Signposting to advice on welfare benefits and debt management
- The celebration and development of local talent
- Development of a co-ordinated Community events calendar through the year. In partnership with other local groups deliver a broad and varied schedule of events.
- Working with RCT Council on a shared strategy for the provision and development of play areas and facilities.
- Any other matter it considers relevant to the strategic objective

Membership of working groups

All Members of the Council are invited to attend all meetings. The public are also invited and can participate and contribute in the discussions. A quorum is at least 3 Councillors present at the meeting.

The Convener of each Working Group is responsible for ensuring public notices of all formal meetings are displayed (in similar timescales as full Council meetings)–

- On Council notice boards
- And on the Community Website

The notice must include the time place of the intended meeting and specify the business to be transacted.

Due consideration must be given when convening a meeting to ensure a balance between day and evening is achieved.

Following any working groups meeting a report, with any recommendations, will be presented to the full Council and published on the Council's website.

In addition, the members of the working groups may meet at other times to progress individual projects possibly in conjunction with third parties.

Delegated Powers

The Working groups normally have no delegated powers, however, the Council can and may decide to delegate specific powers for specified matters to working groups.