



Glynneath Town Council

Terms of Reference

Project and Community Plan Committee

Membership:	6 (six); as determined by Full Council
Chairperson / Vice Chairperson:	To be elected by the membership of the Committee
Quorum:	3 (three) – <i>Refer to Standing Orders</i>
Meetings:	A minimum of one meeting to be held annually; to be called as and when required
Areas of Responsibility:	Projects identified by Full Council which do not fall withing the remit of any other committee of the Town Council
Remit of the Committee:	• To deliver a Christmas event that includes Christmas lights and a tree • To deliver business plans and feasibility studies on potential projects to bring to full council for approval • To undertake Projects referred to it by the Glynneath Town Council • To identify Projects to support the development of the community • To oversee the management of identified and approved projects • To provide progress reports to Council as and when required • To work towards the aims of the Community Plan • To monitor the Projects budget and take decisions to spend within this approved budget in line with the Council's Financial Regulations • To make recommendations to Council as and when required in relation to expenditure that falls outside the approved budget or exceeds the thresholds set in the Financial Regulations • To work in partnership with all the appropriate funding bodies and outside organisations as required in the exploration and/or implementation of the identified projects
Participation of non-members:	
Non-Members may attend and observe proceedings where the meeting is open to members of the public. Non-Members may speak at the discretion of the Chairperson of the Committee. Non-Members may not vote at any Committee meeting.	