

Llangollen Town Council
Asset Management Committee Terms of Reference.

1. The Asset Management Committee is constituted as a Standing Committee of Llangollen Town Council.
2. The operation of the Asset Management Committee will be in compliance with Llangollen Town Councils Standing Order and Financial Regulations.
3. The Asset Management Committee composition shall be a no more than five Councillors as voting members with not less than three members of Committee constituting a quorum.
4. Membership of the Asset Management Committee shall be ratified at the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Committee.
6. The Asset Management Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Asset Management Committee shall meet four times a year and the dates shall be included in the Schedule of Meetings.
8. The objective of the Asset Management Committee shall be to ensure that all facilities and land under the Council's ownership and control are managed effectively to provide a pleasant and safe environment for residents and visitors to the town in an efficient and cost-effective manner.
9. The Asset Management Committee may co-opt non-voting members and appoint appropriate Subcommittees or Working Groups to facilitate the work of the Committee.
10. The Asset Management Committee shall have delegated powers to: -
 - a) administer and maintain and insure the Council's facilities, assets, services and activities including, but not limited to, the following: -
 - i) The Town Hall.
 - ii) War Memorial and associated land and structures.
 - iii) Pen y Bryn Cemetery.
 - iv) CCTV.
 - v) Street furniture/ bus shelters.
 - vi) Chain Bridge
 - b) Carry out works under contract under agreement or under licence from third parties including, but not limited to, the following: -
 - i) Llangollen Recreation Ground.
 - c) act upon or commission any services as deemed appropriate and in accordance with the annual budget and terms of reference of the Committee, including applying for any external grant funding.
 - d) advise the Council on the acquisition of land for the purposes of leisure, amenity and recreational activities.
 - e) advise the Council on the provision of new and the modification of existing buildings and equipment related to the leisure, recreation, or amenity aspects of the Council's business.

- f) prepare and submit for the Council's consideration fees for all chargeable areas under the Committee's remit.
 - g) assemble and submit to the Town Council estimates of income and expenditure for each financial year.
 - h) act and spend monies in accordance with that agreed in the annual budget and within the terms of reference of this Committee.
 - i) purchase items of plant, equipment within approved budgets.
 - j) acquire office equipment and assets as required enabling the staff to carry out their duties.
 - k) exercise the management of health and safety issues in respect of all Town Council assets.
 - l) co-ordinate events organised by the Town Council.
 - m) liaise and co-operate with the Tidy Towns Team
 - n) manage and develop the Town Council's IT infrastructure, data storage, websites and social media pages.
11. All correspondence shall be conducted through the Clerk of the Town Council wherever possible.
12. Minutes of all meetings shall be kept by the Clerk and forwarded to Members of the Town Council.

Llangollen Town Council
Cittaslow Committee Terms of Reference.

1. The Cittaslow Committee is constituted as a Standing Committee of Llangollen Town Council.
2. The Committee composition shall be a minimum of three and no more than five Councillors as voting members with at least one third of the number of members and not less than three members of the Cittaslow Committee constituting a quorum.
3. Membership of the Cittaslow Committee shall be ratified at the Annual Council Meeting in May of each year.
4. The Chairman and Vice-Chairman shall be elected annually by the Committee.
5. The Cittaslow Committee shall be administered and managed in accordance with these Terms of Reference.
6. The Cittaslow Committee shall meet at least six times a year and the dates shall be included in the Schedule of Meetings.
7. The objective of the Cittaslow Committee shall be to improve the quality of life in Llangollen by progressing the Cittaslow aims in an efficient and cost-effective manner.
8. The Cittaslow Committee may co-opt non-voting members and appoint appropriate Subcommittees or Working Groups to facilitate the work of the Committee.
9. The Cittaslow Committee shall have delegated powers:-
 - a) To spend to the amount specified in the allocated budget.
 - b) To make recommendations to Council for consideration and approval.
10. The Cittaslow Committee's remit shall extend to:-
 - a) Ensuring on-going community involvement.
 - b) Supporting and promoting local culture and local traditions.
 - c) Working for a more sustainable environment.
 - d) Raising awareness and appreciation of local produce and local businesses.
 - e) Promoting healthy eating and healthy living.
 - f) Encouraging and celebrating diversity.
 - g) Co-ordinate initiatives and grant applications in line with the agreed strategy for the future of the town.
 - h) Assisting with and where appropriate delivering projects.
11. All correspondence shall be conducted through the Clerk of the Town Council wherever possible.
12. Minutes of all meetings shall be kept by the Clerk and forwarded to Members of the Town Council.

Llangollen Town Council.
Human Resources Committee Terms of Reference.

1. The Human Resources Committee is constituted as a Standing Committee of Llangollen Town Council.
2. The Human Resources Committee has delegated powers to authorise expenditure on behalf of the Council for items that fall within its remit.
3. The Human Resources Committee has delegated powers to act on and resolve employment issues that arise from its remit.
4. The Human Resources Committee composition shall be five Councillors as voting members with at least three Members of the Committee constituting a quorum.
5. The Town Mayor and Deputy Town Mayor are standing members of the committee.
6. Membership of the Human Resources Committee shall be ratified at the Annual Council Meeting in May of each year.
7. The Chairman and Vice-Chairman shall be elected annually by the Human Resources Committee.
8. The Human Resources shall meet four times a year and the dates shall be included in the Schedule of Meetings.
9. The Human Resources Committee shall be administered and managed in accordance with these Terms of Reference.
10. The Human Resources Committee's remit shall extend to:-
 - a) The Chair of the Human Resources Committee or in his absence, the Vice Chair shall conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Human Resources Committee.
 - b) Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Human Resources Committee or, if he is not available, the vice-chairman of the Human Resources Committee of absence occasioned by illness or other reason and that person shall report such absence to the Human Resources Committee at its next meeting.
 - c) Determining the staffing levels necessary to efficiently discharge the work required by the Council and to approve job descriptions and review workloads periodically.
 - d) Establishing the grading, remuneration and terms and conditions of employment for Council employees including contracts of employment.
 - e) Establishing and review the Council's employment policies and procedures.
 - f) Approving all staff recruitment, appointments, training and dismissals but excluding decisions relating to the Town Clerk which will be considered by the Town Council.
 - g) Reviewing and engaging with schemes for the employment of people under job creation and youth training programmes.
 - h) Ensuring that all disciplinary and grievance policies are dealt with in line with the

Council's procedures.

- h) Determining the training and qualification policy of the Council.
 - i) Determining the provision of office accommodation.
 - j) Establishing the health, safety and welfare policies of the Council and overseeing implementation and compliance.
- 11 All correspondence shall be conducted through the Town Clerk of the Town Council wherever possible.
12. Minutes of all meetings shall be kept by the Clerk and forwarded to Members of the Town Council.