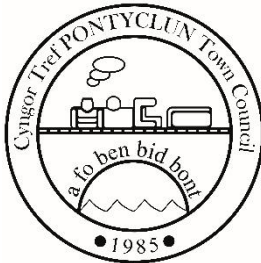


Cyngor Tref Pontyclun Town Council

**Council Ward Committees terms of
reference
Last review May 2025**



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Pontyclun Town Council Mission Statement

The 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. We will foster and support community engagement and ensure that the actions of the Council are transparent and accountable
2. We will administer the Council and its activities to ensure that residents get good value from the Council
3. We will act with other agencies to improve the economic well-being of the residents, community, services and businesses
4. We will act to work with other organisations to improve the physical environment of the community
5. We 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 3 Ward Committees to help with delivering on these objectives. These align with the Town Council wards of Pontyclun East; Pontyclun central and Pontyclun West

These Committees have delegated spending powers on services provided in their relevant wards.

The council may also delegate responsibility for other decision taking by a ward committee following a specific resolution for a specified matter.

Ward Committees terms of reference

There are three Ward Committees, one each for Pontyclun east; Pontyclun Central and Pontyclun West.

The ward committee will consider proposals to add to, improve, modify or repair Council facilities in the ward.

They will also consider possible changes to RCT (and other provider) services with a view to making recommendations to RCT CBC, or the other provider.

Suggestions can come from local residents, businesses, visitors, Councillors or Council staff

Membership

The Membership of the Committee are the Pontyclun Town Council members elected (or co-opted) to the ward.

Members of the public may attend meetings and make representations to the Committee.

Powers

The Council delegates spending powers to the committee subject to an annually approved budget.

These funds can be spent on one or more items in the financial year. Funds can also be specifically accrued in an earmarked reserve to be spent on a specific purpose in future years.

The Council will set a budget each year for ward spending. In particular the following should be noted

- Budget is set excluding VAT.
- If the Committee wishes Council staff to implement the decision, then the cost of implementation will be met from the Council's other budget lines. Implementation will be scheduled by the Council staff in line with operational factors and budgets
- If the Committee wishes to prioritise the agreed action, then they can choose to pay contractors to implement the work, within the agreed budget or request the Council to prioritise the work by formally agreeing a delay in other proposed activities.
- Unused budget will not be rolled over into future years.

Committee rules

The Committee will follow the Council's published standing orders as relevant to apply to the committee.

- The quorum for a committee meeting will be one Councillor less than the total number of Councillors for the ward.
- The quorum for spending delegated funds is a minimum of 3 Councillors.

The Committee has no fixed schedule for meeting dates and will meet as and when there are matters to discuss. A report will be presented to the Council meeting following the Committee's meeting.