



COUNCIL, COMMITTEES & WORKING GROUPS TERMS OF REFERENCE

COUNCIL/ COMMITTEE	MEMBERSHIP/ QUORUM	MEETINGS HELD	RESPONSIBLE FOR:-
<p>Full Council</p> <p>Mid Month</p>	<p>All 15 Councillors</p> <p>City Councillors if available</p> <p>Quorum:- 5 Members</p>	<p>To meet once a month at least 20 times per year usually on the 2nd and last Wednesday of each month.</p>	<ul style="list-style-type: none"> • To take all policy and strategic decisions affecting the community of Graig. • To be responsible for the financial management of the Council and the setting of the Annual Precept. • To take executive decisions regarding the main business of the Council. • To ratify the recommendations of Council Committees where no specific delegation of powers has been agreed. • To receive routine items of business. • To assess planning applications for the ward. • To receive and authorise monthly and routine expenditure. • To authorise expenditure in line with Financial Regulations.
<p>Finance and Administration Committee</p>	<p>8 Councillors.</p> <p>Quorum:- 3 Members.</p> <p>All other members of Council to be substitute members if necessary.</p>	<p>To meet at least quarterly.</p> <p>To receive and consider quarterly - Bank reconciliation/statements of council's expenditure against budget.</p> <p>To oversee internal audit arrangements.</p> <p>To consider year end accounts.</p> <p>To review the following:-</p> <ul style="list-style-type: none"> • Risk assessments • Insurance • Asset Register • Budget recommendations • Financial and Standing Orders • Review of policies and procedures as required. 	<ul style="list-style-type: none"> • To discharge the Council's financial responsibilities in consultation with the Responsible Financial Officer • To have delegated authority to agree the Council's Asset Register, Insurance Schedules, Risk Assessment • To make recommendations to Council on setting budgets. • To make recommendations that direct future annual budgeting in line with approved objectives arising from Council meetings. • The Chair is responsible for completing the Clerk's Annual Appraisal and making recommendations to the Full Council in respect of Annual Pay increments in accordance with the nationally agreed pay-scales. • The Finance and Administration Committee will form the panel as described in Stage 3 of the LCC Complaints Procedure, unless the complaint concerns one of the said members in which case a substitute will be appointed by the Chairman or the Deputy Chairman in conjunction with the Clerk. • A Grievance / Disciplinary Panel made up of the Clerk and Chair who shall implement GCC's Grievance and/or Disciplinary Policies. • An Appeals Panel made up of 3 members of the Finance & Administration Committee will hear any appeals resulting from the Grievance / Disciplinary



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			procedures.
Community Centre Committees	Minimum of 1 City Councillor, 3 Community Councillors, 5 User Representatives & up to 5 additional representatives Quorum:- Half of its Committee	To meet at least 6 times per year	<ul style="list-style-type: none"> • To be responsible for the provision of community centre amenities in the Graig Ward. • To authorise expenditure within the Community Centre's approved budgets for the provision of amenities in the Graig Ward. • To oversee the general day to day running of each Community Centre. • To give monthly progress reports to Full Council.
City & Community Council Liaison Committee	Minimum of 2 Councillors	To attend quarterly meetings arranged by Newport City Council	<ul style="list-style-type: none"> • To represent GCC's interests, and report to the meetings any issues experienced by GCC which also have an effect on other Community Councils under Newport City Council's authority. • To give progress reports to Full Council following meetings held.
Burial Board Committee	4 Councillors	To attend meetings as arranged by the Clerk to the Burial Board	<ul style="list-style-type: none"> • To assist with the joint running of the Burial Board with neighboring Rogerstone Community Council. • To oversee the smooth running of the Board in all its aspects. • To give monthly progress reports to Full Council.
Allotment Committee	Minimum of 4 Councillors	As and when necessary	<ul style="list-style-type: none"> • To oversee the smooth running of the allotment site at Cowshed Lane/The Griffin in Bassaleg. • To liaise with the Bassaleg Allotment Association Chair and Secretary. • To make 2 inspections each year, one in Spring and one in Autumn. • To oversee the collection of allotment rents and the administration of the site. • To give monthly progress reports to Full Council.
Working Groups	Minimum of 3 Councillors per group	As and when necessary	<ul style="list-style-type: none"> • To oversee projects and frequent/infrequent events. • To perform the tasks agreed by Council which need to be monitored or attended to. • To band and disband when necessary as projects and tasks arise and conclude. • To report to Council any issues or findings



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			and make recommendations where applicable.