

LCC - FULL COUNCIL & COMMITTEES' TERMS OF REFERENCE

COUNCIL/ COMMITTEE	MEMBERSHIP/ QUORUM	MEETINGS HELD	RESPONSIBLE FOR:-
Full Council	All 12 Councillors Quorum:- 4 Members	To meet once a month at least 10 times per year usually on the 2 nd Monday of each month.	<ul style="list-style-type: none"> • To take all policy and strategic decisions affecting the community of Langstone. • 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 Council Committees where no specific delegation of powers has been agreed. • To receive routine items of business.
Finance and Development Committee	4 Councillors. Quorum:- 3 Members. All other members of Council to be substitute members	To meet once a month at least 10 times per year usually on the 2 nd Monday of each month preceding the Council meeting. To authorise monthly invoices for payment. To receive and consider quarterly - Bank reconciliation/statements of council's expenditure against budget. To oversee internal audit arrangements. To consider year end accounts. To review the following:- <ul style="list-style-type: none"> • Risk assessments • Insurance • Asset Register • Budget recommendations • Financial and Standing Orders • Village survey recommendations 	<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 have delegated authority to agree Community Grant Funding Applications and other funding requests received up to a limit of £500 per application. • To have delegated authority to authorise expenditure within the Council's approved budgets on regular and routine outgoings, e.g. Clerk's Salary, hire charges for meeting room, etc. • To make recommendations that direct future annual budgeting in line with approved objectives arising from input made by residents into the current and future village surveys.
Planning Committee	4 Councillors Quorum:- 3 Members All other members of Council to be substitute members	To meet once a month at least 10 times per year usually on the 2 nd Monday of each month preceding the Council meeting. Consideration to be given to a further meeting to provide for site visits if required.	<ul style="list-style-type: none"> • To make recommendations to Newport City Council in respect of planning applications. • To comment on planning policy matters. • Planning matters of a strategic or substantial nature having a significant impact on the community to be referred to Full Council • Any minor applications that are received and cannot be dealt with by the Planning Committee before the consultative period expires shall be dealt with by the Clerk in consultation with the Planning Committee Chair under delegated powers.

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Amenities and Events Committee	4 Councillors Quorum:- 3 Members All other members of Council to be substitute members	To meet once a month at least 10 times per year usually on the 2 nd Monday of each month preceding the Council meeting.	<ul style="list-style-type: none"> • To be responsible for the provision of community amenities and events for Langstone. • To manage the Langstone Centenary Field. • To liaise with Langstone Village Hall regarding community events. • To authorise expenditure within the Council's approved budgets for the provision of amenities and community events in Langstone.
Staffing Committees & Complaints Panels	N/A	As required	<ul style="list-style-type: none"> • 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 Development 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 3 members from the following Councillors will implement LCC's Grievance and/or Disciplinary Policies: Cllrs Bryant, Griffiths, Kellaway, Pike. • An Appeals Panel made up of 3 members from the following Councillors will hear any appeals resulting from the Grievance / Disciplinary procedures: Cllrs Jeffery, Williams, Litt, Duthie.
War Memorial Committee	Min. 3 Councillors Quorum:- 3 Members. All other members of Council to be substitute members	As required	<ul style="list-style-type: none"> • To have delegated authority to make and implement decisions re design and construction of new War Memorial in Langstone where there is no direct impact on LCC budgets • To report back to Full Council at Ordinary Meetings and/or Extraordinary Meetings if deemed necessary • To co-opt additional members as required