



Llanharry Community Council
Cyngor Cymuned Llanhari
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Events Committee

Establishment and terms of reference

The Committee is constituted to represent Llanharry Community Council in helping to foster a vibrant community through partnership with public and private organisations.

The Committee seeks to achieve this objective by working and liaising with other groups and organisations to help them achieve their objectives within the scope of the Council's legal powers and responsibilities.

The committee will take the lead role in organising any events that the Community Council may decide to hold.

Meetings of the Events Committee

It is for the Events Committee to decide the frequency and timing of its meetings.

The Events Committee has no decision making powers but instead makes recommendations to the Council for agreement.

The quorum necessary for the transaction of business shall be three, one of whom must be Chair of the Committee or his/her nominee in the event of enforced absence and meetings will normally be held prior to the full council meetings.

The Clerk shall minute the proceedings and resolutions of all meetings of the Committee including recording the names of those present and in attendance.

Minutes of Committee meetings shall be circulated promptly to all members of the Committee and shall be considered and approved at the next full Council meeting.

Items to be discussed at the meetings are limited to those that are included on the agenda for the meeting. The agenda shall be circulated to all Committee members in advance, giving three clear days' notice, also stating venue, time and date of the meeting.

At the Annual General Meeting of Llanharry Community Council membership of the Events Committee is reviewed and voted on annually together with these Terms of Reference for the Committee.