



Llanharry Community Council
Cyngor Cymuned Llanhari
Groes Sannor, Degar Road, Llanharry. CF72 9JX
Tel/Ffon 01443 223007
E-mail/E-bost clerk@llanharrycc.org.uk

War Memorial Committee

Establishment and terms of reference

The Committee is constituted to represent Llanharry Community Council to provide a fitting war memorial for the village of Llanharry.

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.

Meetings of the War Memorial Committee

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

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 War Memorial Committee is reviewed and voted on annually together with these Terms of Reference for the Committee.