



Llanfrynach Community Council – Terms of Reference for a Utility Committee

To be reviewed after local government elections.

February 2019

Purpose. The purpose of the utility committee is to support the work of the community council by enabling decisions by email where a decision is needed before the next meeting.

Delegation of function. The committee shall have all the powers and duties of the Community Council except it cannot issue the precept.

Membership. All, and only, members of the Community Council will be members of the utility committee. Only email addresses registered with the clerk will be used, this is to ensure that all members are accorded the same access to information on which to base their decisions. Councillors are responsible for providing the clerk with up-to-date email addresses. Lack of delivery for any reason will not invalidate a vote. Should a casual or other vacancy be filled the new councillor will be a member of the utility committee.

Deadline. Deadlines will be set by the clerk but will not be less than 24 hours without an explanation.

Quorum. For a decision to be valid a minimum of three members must record a vote or abstention before the deadline.

Decisions. The Chairman will inform the clerk that an email decision is needed, usually if a planning application deadline is up before the next meeting or for some other reason. The clerk will issue a description of the decision required and the deadline by which time the decision is needed. After the deadline the votes will be counted and the decision circulated. A majority of those participating (see quorate note above) will decide the issue. The result will be circulated to councillors. The decision will be ratified at the next meeting. Voting or named voting may be included at the request of a councillor.

Chairman. The Chairman is the chairman of the Community Council. In the event of a tied decision, the Chairman will have the casting vote.

Ratification. All decisions made in this way will be ratified, and recorded in the minutes, at the next suitable meeting of the Community Council.

Public Access. 3 clear days notice of an impending decision shall be given on the website. During this time the public may contact their representative on the council. Material gathered by councillors may be circulated prior to the decision. The decision will be posted on the website at its conclusion. A notice of the process will be displayed on the noticeboards.