

Terms of Reference for
Town Study Steering Group Committee of
Llantwit Major Town Council

1. Composition

The Forum will comprise of 7 Town Councillors, 1 Vale Councillor, including the Chairperson elected at the Annual Meeting.

Outside representatives from, but not exclusive;

Local organisations

Llantwit Major Churches

Local businesses

Llantwit Major Schools.

Llantwit Youth Council

Vale of Glamorgan Officers

Local Police

2. Quorum

Half of the Town Council members.

3. Purpose

a) To discuss any matters pertaining to the improvement/development of Llantwit Major Town for residents, businesses, organisations and tourists.

b) To analyse information obtained and formulate an action plan or recommendations to achieve objectives.

4. Action

- The committee to make any recommendations/action plans to the Full Town Council for approval.
- Only Town Council representatives to vote on the spend of any budget allocated
- Any recommendations relating to monies budgeted by the Town Council, can only to be actioned by Town Council staff or members.

5. Budget

- No annual budget be allocated, but any recommendations from the Group will be discussed and possible budget approved
- Any spend on projects to be brought before Full Town Council for consideration
- Should any budget be allocated this be spent in line with the Town Council Standing Orders and Financial Regulations.

6. Confidentiality

Because of the nature of some possible tasks, all members must take care to preserve the confidentiality of any documentation or information that comes into their possession as a result of tasks under consideration, subject to Freedom of Information Act.

7. Frequency of meetings

a) To meet a minimum of four times a year. The dates of these Meetings will be set at the Annual Meeting.

b) A member of the Town Hall Staff will be in attendance to provide note taking facilities and offer advice, except when matters being considered render this inappropriate.