
**CYNGOR CYMUNED
PENYRHEOL TRECENYDD ENERGLYN
C O M M U N I T Y C O U N C I L**

**TERMS OF REFERENCE
NEWSLETTER COMMITTEE**

1. Membership

Six Community Council members.

2. Quorum

No business may be transacted at a meeting unless at least three members of the Committee are present.

3. Election of chair

Chair to be elected by the Committee

4. Delegated powers

Full delegated powers for decisions were granted to this committee by the governing body at the AGM on 17th May 2018.

5. Standing Orders

The Community Council's Standing Orders will apply to all meetings of the Committee.

6. Meetings

6.1 Meetings will take place on a regular basis, as necessary, to be determined by the Clerk and Members of the Committee.

6.2 All Members of the Committee will receive an Agenda and Notice of meetings will be posted in accordance with all meetings of the Community Council.

6.3 Meetings shall be open to the public and press unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution, which shall give reasons for the public's exclusion.

- 6.4 The minutes of the meeting will be circulated to all members of the Committee and presented at the next meeting of the Community Council for accuracy and noting only.
- 6.5 The Code of Conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.

7. Voting

All members of the Committee can vote (subject to whether they hold a personal or prejudicial interest in the item being discussed). The Chairperson may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not he/she gave an original vote.

8. Functions/Responsibilities

To discuss ideas for the upcoming Newsletter and to ensure that these ideas are followed up and the articles completed in readiness for the Newsletter deadline.