



# **Radyr & Morganstown Community Council**

## **Cyngor Cymuned Radur a Threforgan**

### **Environment & Regeneration Committee - Terms of Reference**

#### **Mandate**

The Committee is tasked with monitoring all matters relating to the environment in Radyr & Morganstown, including all land belonging to or managed by Radyr & Morganstown Community Council, and making recommendations to Full Council.

The Committee should collectively endeavour to promote an attractive, clean and safe environment for Radyr & Morganstown in a fair and cost-effective manner and identify potential regeneration opportunities.

#### **Areas of responsibility**

- To monitor all works and maintenance of land belonging to or managed by Radyr & Morganstown Community Council and report back to Full Council.
- To identify where new works are required to maintain or improve R&MCC land and to make recommendations to Full Council.
- To monitor the quality of the environment across Radyr & Morganstown and identify recommendations for action by the Community Council - in collaboration with the County Council, Welsh Government or other public bodies - to promote an attractive, clean and safe environment for residents.
- Where appropriate, to consult expert advice on an environmental issue, taking into account any financial considerations.
- To make recommendations to Full Council for engaging with the County Council, Welsh Government or other public bodies – via correspondence and/or meetings – to request advice or clarification on issues concerning the environment in Radyr & Morganstown.

#### **Membership**

Membership of the Committee shall comprise only of Council Members and appointment shall be made at the Annual Meeting of the Council in May. The Chair of Council is automatically appointed to the Committee.

The Chair of the Committee is appointed at the next Committee meeting following the Annual Council Meeting in May.

The Chair of the Radyr Woods Warden attends meetings to provide a report on the management of Radyr Woods and a representative of the Council is appointed to attend meetings of the wardens.

Members may form a subsidiary committee or group to further the aims and objectives of the Committee where it is approved by a majority vote.

## **Meetings**

All meetings shall be conducted in accordance with the R&MCC Standing Orders.

Ordinary meetings of the Committee shall be held according to the Calendar of Meetings agreed at the Annual Council Meeting in May. Usually, at least six meetings will be held during the year. Ordinary meetings will review the Committee's business and receive a report prepared by the Clerk's Office and agreed by the Chair.

Extraordinary meetings may be convened following the procedure set out in the R&MCC Standing Orders.

Meetings are open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or other special reason (R&MCC Standing Orders 3b). Members of the public should be given an opportunity to raise any issue relevant to the Committee so far as it is possible to do so.

Quorum: At least one third of Members must be present; in no case can quorum be less than three Members.

## **Responsibilities of Members**

Members must act in accordance with the Code of Conduct in relation to any personal or prejudicial interest in a matter discussed by the Committee.

Members must conduct any decision-making process with transparency and diligence, taking into consideration the legality of any actions proposed and the extent of the legal powers of the Community Council.

Where possible, Members should take into account the impact of any recommendations or decisions made upon those with disabilities.

Any recommendations involving expenditure on works and maintenance or other projects must be consistent with the R&MCC Financial Regulations.

## **Reporting**

The Chair of the Committee (or other nominated Member in his/her absence) will present a report on environment matters at each Full Council Meeting. The report will include all recommendations made by the Committee.

## **Christmas**

The Council has agreed that consideration of matters in relation to Christmas are deferred to this committee. (Minute RMCC22/8 (3))

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