

PORTHCAWL TOWN COUNCIL

16-18 Mary Street
Porthcawl
CF36 3YA

Website/Gwefan: www.porthcawltowncouncil.co.uk

Tel/Ffôn: 01656 782215

E-mail/E-Bost: alison.thomas3@bridgend.gov.uk

10th June 2019

Dear Member,

I would advise you that there will be a Meeting of the Operations Committee to be held on Monday 17th June 2019 at the First Floor Meeting Room, The Y Centre, John Street, Porthcawl at 7.45pm.

Yours sincerely



Alison Thomas
Town Clerk & Responsible Financial Officer

AGENDA

1. To elect a Chairperson.
2. To elect a Vice Chairperson.
3. Apologies for absence.
4. Declarations of Interest
5. To consider and approve item Terms of Reference – to include discussion on structure of future meetings of the Committee
6. To confirm calendar of meetings for 2019/2020
7. To consider item Report of the Projects Officer – John Street Toilets
8. Clerk's Report

Members of the Committee:

Cllrs S Aspey, C Wintle, S Maitland-Thomas, B Jones, R Lee, G Walter and L Tallon-Morris

Porthcawl Town Council

Terms of Reference

Title of Committee:	Operations Committee
Status of Committee:	Standing Committee of the Council
Membership:	As determined by the Council – max 7.
Meeting Frequency:	Bi-Monthly

Statement of Intent

The purpose of this Committee is to consider and manage the ongoing and ad hoc operations of the Town Council. Members of this committee will be dedicated to driving and delivering the mandate of the Town Council to create a thriving and vibrant community for the people of Porthcawl.

The Operations Committee will fulfil its mandate by adhering to the following terms:

- To receive reports from the Projects Officer of the Town Council setting out progress on operations/projects of the Town Council.
- To offer advice, guidance and assistance to the Projects Officer through careful consideration of the report/information provided
- To respond to requests for information and assistance when requested by the Projects Officer or advise/suggest how the appropriate information can be obtained.
- To work as a team with the appropriate officer(s) of the Town Council to enable the Town Council to fulfil its commitment to the Ten Pledge mandate adopted by the Town Council
- To offer clarification on items expected to be delivered by the appropriate officer(s) of the Town Council
- To clearly inform and advise upon the expectations of the Town Council in relation to projects and services of the Town Council
- To monitor the budget of the Operations Committee in relation to delivery of projects/services and report back to Council as appropriate.
- The Chair of this Committee work closely with the appropriate officer(s) to support the delivery of Town Council Projects/Services. This will

include regularly liaising with the Projects Officer to ensure projects are delivered.