



## **TERMS OF REFERENCE RHAYADER TOWN COUNCIL PROJECT MANAGEMENT COMMITTEE**

### **1.0 The purpose of the Project Management Committee is:**

**1.1** To manage or support the delivery of any projects as agreed by the full council.

### **2.0 The Project Management Committees responsibilities are summarised as follows:**

**2.1** To deliver high quality business plans and feasibility studies on potential projects and to bring to full council for approval.

**2.2** To provide advice on matters relating to funding of potential projects for full council to make an informed decision.

**2.3** Once approved the Project Management Committee will be responsible for ensuring the work is carried out to complete the project either via the current Committee or by setting up a separate working group or Sub-Committee

**2.4** A Project Plan and/or Terms of Reference for the project will be produced to clarify actions, responsibility and financial considerations.

**2.5** To provide regular update on progress of the project including an end of project report to full council.

**2.6** To ensure effective financial management and reporting for all projects and bring to the attention of the council any concerns relating to the project

### **3.0 Membership and appointment**

Membership of the-Committee shall comprise no more than six (6) Councillors, plus the Mayor. Appointed annually at the Town Council AGM. Members shall be eligible for re-election. Secretarial support shall be provided by the Clerk to the Council. The Committee may invite persons on to the Committee with relevant skills and experience consistent with these Terms of Reference.

### **4.0 Chairing**

The Chair of the Committee shall be elected at the first meeting of the Committee following the AGM. The Committee will not normally appoint a Vice-Chair but if the Committee Chair is not present at a meeting, the members will elect a Chair for the meeting from amongst their number.

## **5.0 Quorum**

**5.1** The Committees shall be quorate when a minimum of three (3) Councillors are present.

**5.2** If less than three (3) Councillors are present, the business may still take place, but any decision will require ratification by the full Council.

## **6.0 Voting**

Unless an interest is declared all members shall have one vote. In the event of a tie the Chair of the meeting shall have a casting vote. Motions shall be deemed as carried when a simple majority results.

## **7.0 Frequency of Meetings**

In view of its Management function the Committee shall meet as often as is required to carry out that function efficiently but preferably not less than four times per year.

## **8.0 Record of meetings**

The Committee shall keep regular minutes of its meetings.

## **9.0 Reporting mechanism**

The Committee minutes shall be presented to the next full Town Council meeting for their information/ratification.

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