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Adopted by Full Council: 18.5.2026

Review date: Annual Meeting May 2027



Cyngor Tref Aberystwyth Town Council

GENERAL MANAGEMENT COMMITTEE

Terms of Reference

1. Procedures

- a. The General Management Committee reports to Full Council.
- b. The Mayor and Deputy Mayor are automatically *ex-officio* members of the General Management Committee and have voting rights.
- c. Apart from 1(b), the membership of the General Management Committee is determined annually by Full Council, in the first Full Council meeting after the Annual Meeting.
- d. The General Management Committee meets 11 times a year excluding extraordinary meetings (usually on the second Monday night of each month).
- e. The quorum of the General Management Committee is a half of the membership or 3 councillors, whichever is more. No business will be discussed while the meeting is inquorate. If quorum is not achieved 10 minutes after the scheduled start of the meeting, the meeting will not be held.
- f. The chair of the General Management Committee will manage the meeting in accordance with Section 2.

2. Chairing

- a. The first item on the General Management Committee agenda immediately following the Annual Meeting of Council will be to elect a chair and vice-chair.
- b. In general, meetings are managed by the Chair of the General Management Committee.
- c. If the Chair is unable to attend, the Vice-Chair becomes the Chair for that specific meeting.
- d. If the Chair and Vice-Chair are unable to attend, the members can elect another member to be the Chair for the specific meeting.
- e. It is expected that the Chair will have read the General Management papers thoroughly before the meeting and be able to present them in an unbiased way to the other councillors.
- f. A vote of no confidence can be put in the Chair or Vice-Chair. More than half of the General Management Committee members would need to vote in favour for the motion to succeed. If the motion does succeed, it is necessary for the Chair or Vice-Chair to resign as Chair/Vice-Chair of the General Management Committee and to yield the chair immediately.

3. Agenda

- a. The agenda for the General Management Committee will be advertised to councillors and the public in accordance with 3ai and 3aii in the Standing Orders.
- b. The agenda will include the following: Present, Apologies, Declarations of interest, Correspondence, any agreed standing items, and any other motions which may come to the office for the consideration of the General Management Committee.
- c. Draft Agendas will be discussed between the Proper Officer and Chair of General Management prior to being advertised.

4. Meetings

- a. Members of the public can attend the meetings, and they can speak depending on permission of the Chair.

5. Scope of Responsibilities

- a. The Scope of Responsibilities of the General Management Committee shall include the following:
 - i. To consider the maintenance of leisure facilities and play areas.
 - ii. To consider the Council's role in town twinning.
 - iii. To consider arranging the installation of plaques within the Council's area, in collaboration with external bodies or members of the public as required.
 - iv. To consider the Council's role in organising events and celebrations throughout the town.
 - v. To consider the maintenance of allotments, in collaboration with external bodies or members of the public as required.
 - vi. To meet the Council's responsibilities under the Well Being of Future Generations Act 2015.
 - vii. To consider the installation of signage on Council property.
 - viii. To consider the Council's role in Remembrance Sunday commemorations.
 - ix. To consider activities, banners, and flags.
 - x. To consider the maintenance of land under the control of Aberystwyth Town Council.
 - xi. To consider the Council's role in celebrations and events organised by external bodies or members of the public.
 - xii. To consider the Council's role in markets in Aberystwyth.
 - xiii. To consider a Summer Entertainment programme, in collaboration with external organisations as required.
 - xiv. To consider the maintenance of flower beds within the Council's area.
 - xv. To consider the planting and maintenance of trees, in collaboration with external bodies as required.
 - xvi. To consider other matters referred to it by Full Council or any other committee.
 - xvii. To identify the need for new services and facilities.

6. Delegated Powers

- a. The following matters shall be considered delegated to the General Management Committee by the Council:
 - i. Responsibility for and power to make decisions relating to the operation of public conveniences, excluding where this involves new expenditure or the setting of budgets.
 - ii. Responsibility for and power to make decisions relating to the street scene, excluding where this involves new expenditure or the setting of budgets.
 - iii. Responsibility for and power to make decisions relating to the organisation of the Christmas scene, excluding where this involves new expenditure or the setting of budgets.
 - iv. Responsibility for and power to make decisions relating to organisation and coordination of the below-specified existing events, excluding where this involves new expenditure or the setting of budgets
 - Santes Dwywnwen parade & twmpath
 - Bandstand summer entertainment programme
 - Gŵyl y Castell
 - Saint David's day parade
 - Remembrance Sunday parade
 - Aberystwyth Old Town Market
- b. For clarity, the above delegations shall include power to make decisions and incur expenditure under the following budget headings only:
 - i. 6000 Allotments & growing spaces
 - ii. 6010 Flower bed costs
 - iii. 6020 Parks & grounds maintenance
 - iv. 6030 Parks & grounds capital
 - v. 6040 Street furniture
 - vi. 6050 Tree planting & maintenance
 - vii. 6060 Christmas (all costs)
 - viii. 6070 Street art & plaques
 - ix. 6080 Town Wi-Fi
 - x. 6090 Defibrillators
 - xi. 6100 Flags
 - xii. 6110 Public toilets (costs)
 - xiii. 6120 Street cleaning
 - xiv. 6150 Town decorations
 - xv. 5140 Civic regalia, boards & portraits
 - xvi. 6330 Market costs

7. The Proper Officer

- a. The Proper Officer will take minutes of the General Management Committee.

8. Special circumstances

- a. If an issue arises that falls within the responsibility of the GM committee but arrives after the GM committee and has a deadline before the meeting of full council, or after Full Council but before the meeting of the GM Committee, the issue will be dealt with in consultation with Council.
- b. In accordance with 6c and 6d of the Standing Orders, 2 members can call on the Chair of the General Management Committee to call an extraordinary meeting. If this is done, the matters under discussion will be considered by the members in the extraordinary meeting.