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## **A CHARTER FOR COMMUNITY AND TOWN COUNCILS**

**Revised May 2011**

**Agreed at meeting on 30th July 2014 that there was no requirement to review the Charter**

**Agreed at meeting on 2nd March 2016 that other than minor changes, there was no requirement to revisit the Charter**

**(Draft) Review by the Caerphilly Town and Community Councils' Committee - 18 June 2024 – Considered at the Community Council Liaison Sub Committee – 22 July 2024**

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| <b>SECTION ONE:<br/>EXCHANGE OF INFORMATION</b> |
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**The County Borough will provide to Town and Community Councils:**

- The names, addresses and telephone numbers of all County Borough Councillors
- The names, titles, location, telephone and fax numbers of all Directors and Heads of Service
- A timetable of County Borough meetings
- Agendas and papers for the Community Council Liaison Sub-Committee meetings
- Links to agenda, reports and minutes of Committee meetings
- Details of Chairpersons and Vice Chairpersons of major Committees

*The information will be updated regularly*

**Town and Community Councils will provide to the County Borough Council:**

- The names, addresses and telephone numbers of all Town and Community Councillors
- The name, address and telephone number of the Clerk to the Town and Community Council
- A list of meetings
- Agendas and papers for Town and Community Council meetings
- Agenda items for the Town and Community Council Liaison Sub-Committee meetings through the Town and Community Council Liaison Committee

*The information will be updated regularly*

***NB. Throughout this document, the term community council(s) also refers to town council(s)***

**SECTION TWO:**  
**LIAISON BETWEEN THE COUNTY BOROUGH COUNCIL  
AND TOWN AND COMMUNITY COUNCILS**

**The County Borough Council will:**

- Nominate a person who will be the first point of contact for Community Councils for all County Borough matters and from whom all County Borough Council information will be sent
- Hold quarterly or at least three meetings in a calendar year of the Community Council Liaison Sub-Committee, to which representatives of all Community Councils will be invited, namely one Community Councillor and the Clerk from each Community Council. The Committee will be chaired alternate years by a County Borough Councillor and Community Councillor. New Community Councils will be invited to join
- Accept items for agenda for the Community Council Liaison Sub-Committee at least fifteen working days before the date of the meeting
- Acknowledge receipt of correspondence within seven working days
- Send agendas and papers for meetings to Community Councils at least three clear working days before the Community Council Liaison Sub-Committee is due to meet, unless it is unavoidable that papers are delayed
- Inform the relevant Community Councils within twenty working days of the outcome on issues (requested by the Community Council) requiring action by the County Borough Council. If this is not possible, the County Borough Council will write to the Community Council(s) informing them of the delay and stipulate a revised date
- On receipt of correspondence written in Welsh the reply will be in Welsh, adhering to the targets for correspondence in English as set out above
- Provide a person to communicate in Welsh with the Community Council(s) if required. If a Welsh speaking person is not immediately available, the caller will be contacted as soon as possible
- Ensure that the Cabinet work programme is copied to each Clerk on a regular basis
- **Ensure that Town and Community Councillors are recognised and afforded respect as holders of public office when dealing with CCBC staff via either; a contact centre or in dealing directly with officers in representation of the local electorate.**
- **Ensure that consideration is given to the schedule of monthly Town and Community Council meetings when planning community initiatives to ensure adequate notice is provided to the relevant councils for their input and involvement (for example, community cleansing activities and town centre stakeholder meetings, etc.)**

- **The Town and Community Council(s) will**
- Nominate a representative (one Community Councillor and Clerk) to attend Community Council Liaison Sub-Committee meetings. A substitute should be appointed in the event that the nominated Member or Clerk is not be able to be present - the responsibility being with that Member/Clerk to forward the papers to the substitute
- Provide the County Borough Council with issues for the agenda of the Community Council Liaison Sub-Committee at least fifteen working days before the date of the meeting
- Direct all correspondence (except where instructed differently by the County Borough Council) to the Senior Committee Services Officer who has responsibility for Community Council Liaison
- Inform the County Borough Council within twenty working days of the outcome on issues requiring action by the Community Council(s). If this is not possible, the Community Council will write to the County Borough Council informing them of the delay and stipulate a revised date

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| <b>SECTION THREE:<br/>CONSULTATION ON SPECIFIC SUBJECTS</b> |
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**The County Borough Council will provide written information to the Council(s). The information will:**

- Be sent to Council(s) at least twenty working days before the closing date for responses where possible. If this cannot be achieved, the County Borough Council will clearly explain the reasons for the shorter timescale
- Include a clear statement on the matters on which the Council(s) are being consulted
- Include a closing date for responses being mindful of the frequency of community council meetings and August recess when no meetings are held
- Include copies of all relevant documents, including plans if requested
- Include an officer contact name and telephone number for specific queries
- Include the name, title and address of the officer to whom responses should be sent

**The Community Council(s) will:**

- Respond in writing within the time limit set by the County Borough Council
- If this is not possible, formally request an extension to the time limit before the original time limit has expired
- If there is no response the County Borough be advised accordingly

**After consultation, the County Borough Council will:**

- Inform the Community Council(s) in writing of its decision within fifteen working days of the decision being made
- Explain, if necessary, why the decision is different from the view put forward by the Community Council(s)
- Consult with Community Council(s) again if the substance of the proposal changes

## SUBJECTS FOR CONSULTATION

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| <b>Chief Executive's</b>   | <ul style="list-style-type: none"> <li>• Well Being of Future Generations (Wales) Act 2015</li> <li>• Strategic Equality Plan 2016/20</li> <li>• Well Being Objectives</li> <li>• Economic Development/Tourism</li> </ul>   |
| <b>Planning</b>  | <ul style="list-style-type: none"> <li>• The Development Plan</li> <li>• Applications for planning permission (via weekly list)</li> <li>• Applications for listed buildings consent; proposals for additions to the listed buildings list</li> <li>• Establishment of conservation areas; tree preservation orders</li> <li>• Advertisement control</li> <li>• Street naming</li> </ul>  |
| <b>Local Recreation or other Facilities</b>                      | <ul style="list-style-type: none"> <li>• Major changes of use or closure of leisure or sports fields</li> <li>• Major changes of use or closure of community centres or community facilities</li> <li>• Major new arrangements or changes to play areas</li> <li>• Major new initiatives and developments in local arts provision</li> <li>• Opening, closure or alteration or opening times of libraries (including mobile libraries)</li> <li>• Community projects which relate to a specified locality or community</li> </ul>                                   |
| <b>Education</b>   | <ul style="list-style-type: none"> <li>• Proposals for the opening or closure of schools under local education authority control or funding</li> </ul>  |
| <b>Waste management, waste collection and Cleansing</b>          | <ul style="list-style-type: none"> <li>• Major changes and new methods of the provision of domestic waste collection and disposal including the development of new treatment and disposal facilities</li> <li>• Major changes and new methods of street cleansing or litter clearance</li> <li>• Changes to the provision and location of recycling facilities</li> <li>• Public convenience provision</li> </ul>   |
| <b>Environmental Health, Trading Standards, Community Safety</b> | <ul style="list-style-type: none"> <li>• The establishment or abolition of litter control zone</li> <li>• Establishment of No Cold Calling Zones</li> <li>• Declaration of an Air Quality Management Area</li> <li>• Applications for prior approval of construction works</li> </ul>   |
| <b>Highways, Access and Public Transport</b>                     | <ul style="list-style-type: none"> <li>• Major highway maintenance schemes; winter highway maintenance regimes</li> <li>• Major traffic management schemes, road safety schemes</li> <li>• Permanent highway closures or diversions (including footpaths, bridleways, cycleways and other minor highways)</li> <li>• Changes in parking (including off and on street) provision</li> <li>• Local authority supported bus services; local authority bus shelters</li> <li>• Alterations in rail services where notified to and supported by the authority</li> </ul> |
| <b>General</b>   | <ul style="list-style-type: none"> <li>• Land disposal (sale or lease)</li> <li>• Other areas of council business not detailed which are key and fundamental to the majority of wards that have community/town councils</li> </ul>  |