



STANTONBURY
PARISH
COUNCIL

COMMUNITY PROJECTS COMMITTEE TERMS OF REFERENCE

Classification: Public

Version 6

Signed:..... Main Meeting Adoption Date:.....
Chairman – Stantonbury Parish Council

Version Control

V1	Created by Chairman of Community Projects Committee	21/08/2019
V2	Reviewed at Community Projects Committee	04/09/2019
V3	Reviewed at Management Committee	11/09/2019
V4	Adopted and Signed Off at Main Meeting	06/11/2019
V5	Reviewed by Chairman of Community Projects Committee	21/10/2020
V6	Adopted and Signed off at Main Meeting	18/11/2020

Reporting to: Stantonbury Parish Council

Purpose of the Committee Group:

1. To advise and make recommendations to the Parish Council on any matters affecting Community Projects.
2. To recommend to the Parish Council appropriate budget provisions for the current and coming financial years for items within the Committee's remit.
3. To exercise the powers delegated to the Committee on behalf of the Parish Council as below (4) and in 1 and 2 of Delegated Authority.
4. To request delegated powers to be approved by the Parish Council and if approved managed by the Community Projects Committee with the support of Parish Officers.
5. To work with the Community to provide a well-managed and cost-effective service to the Community.

Delegated Authority:

1. **For decisions on behalf of the Parish Council:** Concerning the detailed operation and management of the Committee and relationship with the Community but excluding final decisions on:-
 - The budget
 - Agreeing what projects will be undertaken
2. **To incur expenditure on behalf of the Parish Council:** On projects that have already been agreed by the Council up to the agreed revenue budget and excluding any items incurring capital expenditure and in accordance with Financial Regulations.

Meetings: To be held on an ad-hoc basis as deemed necessary by the Chairman.

Membership:

This is a Committee of all councillors, Senior Office Administrators (3), Co-opted members at the discretion of the Committee.

Quorum: Must be 3 councillors to make it quorate.

Public Participation:

Meetings normally open to the public, with a Public Participation item for a maximum of 15 minutes before the meeting commences where questions may be asked. A response will be provided in writing within 14 days of the meeting. Members of the public will not be allowed to participate during the meeting and may be requested to leave the meeting when confidential items are being discussed.

Working Parties: May be set up for specific time-related tasks as required.