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COMMUNITY PROJECTS COMMITTEE

TERMS OF REFERENCE

Signed: **L.Morgan**
The Chair of Community Projects Committee

Date: 07/06/2023

Signed: **L.Morgan**
The Chair of Stantonbury Parish Council

Date: 19/07/2023

Document History

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| Created by Chairman of Community Projects Committee | 21/08/2019 |
| Reviewed at Community Projects Committee | 04/09/2019 |
| Reviewed at Management Committee | 11/09/2019 |
| Adopted and Signed Off at Main Meeting | 06/11/2019 |
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| Reviewed and signed at Main Meeting | 20/07/2022 |
| Reviewed by the Clerk | 22/05/2023 |
| Reviewed and signed by Committee | 07/06/2023 |
| Agreed and signed at Main Meeting | 19/07/2023 |

Community Projects Committee Terms of Reference

Purpose: The Committee shall review, monitor and develop services provided by the Council that impact on the social, environmental and wellbeing of the Parish.

Quorum:

All Parish Councillors to be appointed annually at the Annual Council Meeting. The quoracy of the Committee shall be no less than 3 members.

Chair:

The Chair is to be elected annually by the Community Projects Committee at their first Meeting following the Annual Council Meeting.

Meetings:

At least 6 meetings a year at the Parish Council Office on a weekday on dates to be agreed by the Committee or as requested as per the Chair of the Committee.

Duties:

- To advise and make recommendations to Full Council on any matters affecting Community Projects.
- The Committee shall promote, oversee and agree (depending on it's delegated authority) the direction for Community Development, Engagement, Environment and Landscape, Wellbeing and Advice, and other services that may be developed within the council.
- The Committee will liaise with all relevant external agencies (both statutory and voluntary), work with agencies and other organisations to obtain funding and / or to work in partnership on specific projects and activities that will benefit all, or part of, the community in Stantonbury Parish.
- The Committee shall consider all aspects relating to matters concerning the Environment, transport, highways, crime and community safety, play areas, street lighting and antisocial behaviour as it relates to the Parish, and may approve projects within this remit.
- To recommend to the Parish Council appropriate budget provisions for the current and coming financial years for items within the Committee's remit.
- To work with the Community to provide a well-managed and cost-effective service.

Delegated Authority:

- a) **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 if exceeding the expenditure limit.
- b) **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.
- c) **Expenditure:**
Committee is authorised to spend up to £5,000.

Membership Requirements

- a) All members of the Committee are to take relevant training.

Councillors wishing to resign from a Committee must do so by notifying the Clerk.