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# COMMUNITY PROJECTS COMMITTEE

## TERMS OF REFERENCE

Signed: **K. Smith**  
The Chair of Full Council

Date: **22.05.2024**

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## **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:**

5 parish councillors to be appointed annually at the Annual Council Meeting. The quorum of the committee shall be no less than 3 members. A councillor could act as a back-up with voting rights on behalf of another councillor<sup>1</sup>.

**Chair:**

The Chair is to be elected annually by the Community Projects Committee at the Annual Council Meeting. If the Chair of the committee is absent from a meeting a councillor as chosen by the councillors present at the meeting shall preside at the meeting<sup>2</sup>.

**Meetings:**

Minimum of 6 meetings a year at the parish council premises on a weekday on dates agreed by the council<sup>3</sup>. The Chair of the committee may convene an extraordinary meeting at any time<sup>4</sup>.

**Duties:**

- To advise and make recommendations to Full Council on any matters affecting community projects.
- The committee shall promote, oversee and agree (depending on its 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 work with the community to provide a well-managed and cost-effective service
- With regards to the forecast, the committee shall formulate and submit proposals for the following financial year to the council not later than end of November each year including any proposals for revising the forecast.
- To review the participation in public exercises (Parish Guardians).
- To liaise with partners performing joint landscaping and maintenance works.
- To review and liaise with subcontractors acting on behalf of the Council (e.g., CCTV security cameras, Speedwatch, enforcement services etc).
- To gather information on large projects including devolved services with a view to make recommendations to Full Council.
- To consider ways that the council's amenities can be managed to help the environment and encourage biodiversity.

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<sup>1</sup> Standing Order 4.d.v

<sup>2</sup> Standing Order 4.d.vi

<sup>3</sup> Standing Order 4.d.ii

<sup>4</sup> Standing Order 6.c

**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.