



Stanway Parish Council

COMMUNITY SERVICES COMMITTEE

TERMS OF REFERENCE

1. The Committee shall be made up of four members minimum and eight members maximum of the Parish Council and appointed members as approved by Full Council noting that appointed, unelected members (ie., non-councillor members, whether elected or co-opted), will have no vote.
2. The Committee, as it sees fit, may create sub-committees and/or working groups to manage its workload more efficiently, opening their membership to other councillors or non-councillors to access expertise specific to the tasks in hand.
3. The purpose of the Committee is to manage all Community Services within the responsibility of or devolved (now and in the future) to the Parish Council, including (but not limited to)
 - Street cleaning and waste/recycling collection
 - Local event management (SPC and third party)
 - Public safety (e.g. local policing, Crimestoppers etc)
 - Community relationships and leadership
 - Website and social media content
 -
4. The Committee will oversee and have responsibility for the introduction, the management and the outcomes of these projects and services within the following guidelines.
 - a. It will enjoy a substantial degree of autonomy in its decision-making, using the different levels of delegated expenditure authority set by the Parish Council in its Financial Regulations from time to time. This authority, in turn, can be delegated to sub-committees and/or working groups (the latter when supported by an officer with delegated expenditure authority) to allow them to manage their business more efficiently.
 - b. To support this enhanced financial responsibility, a financial report shall be prepared by the RFO and provided to all Community Services Committee meetings.
 - c. All other records and reports as required for the good management of the Community Services Committee shall be produced and maintained by the Committee Clerk, with support (where required) by the Parish Clerk and Committee Chairman.
5. The Committee Clerk will issue the summons for all Committee meetings and prepare the agenda and such supporting documents that are required to inform each agenda item. Following meetings, the Committee Clerk will produce the draft minutes and carry out any instructions, new initiatives and any other actions arising out of the meeting, reporting the outcomes of the same to the next meeting of the Committee.
6. The Committee and its members shall conduct its business in accordance with the Parish Council's Standing Orders, Financial Regulations and Code of Conduct, in addition to complying with ICO, GDPR and other externally mandated regulations that are applicable to Public Authorities.