

## Terms of Reference of Charlton Kings Parish Council Standing Committees

### Community Development Standing Committee

Approved by Minute 15/20/21 – Annual Meeting 18<sup>th</sup> May 2020

#### Purpose

The Community Development Standing Committee (CDC) is charged with the delivery of community-linked projects developed from the Parish Plan. It is responsible for delivering the projects and initiatives identified across this Council's four-year Action Plan 2018-2022, and for making an annual, rolling, update based on Council's strategic decisions.

CDC is responsible to the Finance and General Purposes Committee for expenditure under two accounting Cost Centres: Property and Estates, and Parish Plan and Community Initiatives.

Each year, CDC is responsible to Council for :

- the delivery of its projects and initiatives for which it has received a budget in the current year (Year 1) of the Action Plan.
- the costing, planning and preparation of a budget submission for activities identified in Year 2.
- identifying potential programmes for two subsequent years in a rolling programme.

#### Duties and Powers

The committee will:

- i. Deliver projects and initiatives identified in the Action Plan for the current year (Year 1) and account for income and expenditure.
- ii. Each year develop a three-year, forward-looking, improvement programme that will identify costed projects and initiatives for year 2, and proposals for potential programmes in years 3 & 4.
- iii. Manage its activities within the overall budget agreed for the year, and account to F&GPC for all receipts and expenditure.
- iv. Be responsible for the management of such non-executive subcommittees as Council has agreed, with the authority to provide advice only, and to recommend any variation to Council. CDC currently has two subcommittees, the Community Well-being subcommittee and the Communications and Community Engagement subcommittee.
- v. Identify potential external funding streams and develop grant applications and sponsorship opportunities.
- vi. Provide input to Council on major consultations related to the committee's areas of responsibility.
- vii. Communicate with the media on areas of the committee's responsibility. The chair is authorised to speak for the committee in accordance with instructions set out in the Council's Communications Strategy but, on high profile or sensitive issues, will agree lines to take with the chair of Council

- viii. Authorise correspondence that will not of itself result in Council expenditure or bind the Council to any course of action, except for that already provided for in the annual budget or under resolution of the Council.
- ix. Have its meetings minuted by the Clerk, who will assist the committee in the delivery of its programme and carry out such support functions as are necessary.

### **Membership**

- i. The membership of the Community Development Standing Committee is a minimum of four members.
- ii. The Annual Meeting of the Parish Council will approve the membership of the committee and elect the chair.
- iii. Ideally, a member will not hold the chair for more than three consecutive years.

### **Meetings**

- i. The committee will meet at least three times a year. Additional meetings may be called when required. A provisional schedule of meetings for the municipal year will be agreed at the Annual Meeting of Council in May.
- ii. The quorum is one third of the committee membership, rounded up; subject to a minimum of three members which must include the chair or vice-chair. In the absence of a properly constituted quorum for a planned meeting, the committee must re-convene at the earliest available opportunity.
- iii. Extra-ordinary meetings of the committee will be convened by the Clerk with not less than three clear days' notice.
- iv. Subcommittees may meet, as the need arises, to complete their business. They will not be formally minuted.

### **Standing Orders**

- i. The Clerk will post an agenda for each meeting on Council's website, at least three clear days in advance of the meeting.
- ii. Meetings will be formally minuted by the Clerk or a substitute.
- iii. The draft minutes will be circulated to committee members normally within one week, and no later than within fourteen days of the meeting and before distribution to full Council.
- iv. Only Councillors who are properly appointed by Council as members of the committee may vote on issues within its assigned terms of reference.
- v. Where there is equality in a vote, which cannot be resolved in committee, the chair will have a casting vote.
- vi. The committee may request Council to appoint a subcommittee to be responsible for specific areas of the committee's work. Any member of the committee may be a member of a subcommittee and the committee may also co-opt to its subcommittees any person who can assist it in fulfilling its remit.
- vii. The committee will adhere to the Nolan Principles on standards in public life in everything it does.