

# COMMUNITY SERVICES COMMITTEE

## TERMS OF REFERENCE

### Key:

Previously GP

Previously F&S

Previously Town Hall Income, Facilities & Wellbeing

Across all Committees

New

### Lead Officer

#### 1 Sustainability

**1.1** All committees should first consider the environmental impact of any decision made by it on behalf of the Council

**(Across all Committees)**

**1.2** The Community Services Committee will appoint one member from amongst their number to act as the liaison between the Committee and the Environmental Strategy Panel (ESP) and will provide feedback to the ESP Clerk on any environmental issues discussed by the Community Services Committee

**(New – Across All Committees)**

#### 2 Equality

**2.1** The Town Council is committed to equal opportunities in employment and service delivery. The policies and practices of the Council aim to promote an environment that is free from all forms of unlawful or unfair discrimination and values the diversity of all people. The Council seeks to treat people fairly, with dignity and respect and every Committee will be mindful of these values in its decision making process

**(New – Across All Committees)**

#### 3 Advisory Powers

- 3.1** The Committee shall, at its October meeting annually, agree its recommended budget and advise the Finance & Audit Committee accordingly  
**(Previously GP) Lead Officers: VIC/PHIL**
- 3.2** The Committee shall, at its October meeting annually, agree its recommended designated reserve requirement and advise the Finance & Audit Committee accordingly  
**(New) Lead Officers: VIC/PHIL**
- 3.3** To recommend to Council any Grants and Special Projects over £2,500  
**(Previously F&S) Lead Officers: PHIL/LISA**
- 3.4** To recommend to Council any CIL spending projects  
**(Previously F&S) Lead Officers: PHIL**
- 3.5** To recommend to Council of any change to the Committee's Terms of Reference  
**(Across all Committees) Lead Officer: SARAH**

#### 4 Delegated Responsibilities within budget

To receive and consider all the following matters using executive powers once general policy and expenditure has been approved by the Town Council

- 4.1** The actions necessary to secure the future wellbeing of the Council's assets and to maintain the Council's Asset Register, to be reviewed at least annually  
**(Previously F&S) Lead Officers: PHIL/LISA**
- 4.2** Any proposed purchase or sale of assets  
**(Previously F&S) Lead Officers: SARAH/PHIL**
- 4.3** To oversee the Asset Register sub-group and approve and adopt its minutes accordingly  
**(Previously F&S) Lead Officer: LISA**
- 4.4** To work within budget but to draw down from nominated designated reserve if overspend is unexpected and unavoidable

**(New)** Lead Officer: PHIL

- 4.5 Any capital spending needs  
**(Previously F&S)** Lead Officers: SARAH/PHIL
- 4.6 Any arrangements for securing value for money  
**(New)** – ALL as part of good working practice
- 4.7 Any debt write-offs  
**(Previously F&S)** Lead Officer: PHIL
- 4.8 The level of expenditure required for the allocation of Grants and Special Projects  
**(Previously F&S)** Lead Officers: PHIL/LISA/EMMA
- 4.9 To award Grants and Special Projects up to £2,500  
**(Previously F&S)** Lead Officers: PHIL/LISA/EMMA
- 4.10 To undertake a specific maintenance review and compile an ongoing Maintenance Schedule for the Town Hall which is sustainable and in accordance with the Town Council's fair trade ethics and objectives  
**(Previously Town Hall Income, Facilities & Wellbeing – reporting to F&S)** Lead Officer: VIC
- 4.11 To undertake specific reviews in accordance with the above and seek specialist or professional advice when necessary  
**(Previously Town Hall Income, Facilities & Wellbeing – reporting to F&S)** Lead Officer: VIC
- 4.12 The appointment of any necessary external consultants or contractors  
**(Across all Committees)** ALL as part of good working practice using Approved Suppliers list
- 4.13 The level of expenditure required for Town Hall maintenance and oversee any special projects or work therein  
**(Previously Town Hall Income, Facilities & Wellbeing – reporting to F&S)** Lead Officers: PHIL/VIC

- 4.14 The management of Stratford-upon-Avon Cemetery and Tranquility Garden  
**(Previously GP) Lead Officers: TONY/EMMA**
- 4.15 To review Stratford-upon-Avon Cemetery and Tranquility Garden fees, at least annually  
**(Previously GP) - EMMA**
- 4.16 To review additional income streams for the Cemetery and Tranquility Garden, at least annually, including memorials, plaques, trees, benches etc.  
**(Previously GP) - EMMA**
- 4.17 To determine any Cemetery or Tranquility Garden debt write-offs  
**(Previously F&S) EMMA/VIC**
- 4.18 The management of Holy Trinity Churchyard  
**(Previously GP) Lead Officers: TONY**
- 4.19 The management of the Garden of Remembrance and War Memorials  
**(Previously GP) Lead Officers: TONY**
- 4.20 The management of the American Fountain and Clock  
**(Previously GP) Lead Officers: CHARLES/LISA**
- 4.21 The management of the Tiddington Road Mooring  
**(Previously GP) Lead Officers: TONY/PHIL**
- 4.22 The management of the Allotments  
**(Previously GP) Lead Officers: CHARLES/TONY**
- 4.23 The management of any miscellaneous open space coming under total or partial control of the Town Council  
**(New) Lead Officers: TONY/LISA**
- 4.24 The installation and management of street furniture and amenities, including bus shelters, benches, litter/dog bins, grit bins and cycle racks

**(Previously GP) Lead Officer: LISA**

4.25 The nomination, when appropriate, of members of the Council to outside bodies where there is insufficient time or opportunity to refer to Council

**(Across all Committees) Lead Officer: SARAH**

4.26 Undertake a general/financial Risk Assessment at least annually

**(Previously GP) Lead Officer: PHIL**

4.27 Any such matters that, from time to time, Council may remit

**(Across all Committees) Lead Officer: SARAH**

4.28 The review of its Terms of Reference, at least annually

**(Across all Committees) Lead Officer: SARAH**

5 Powers Delegated to the Town Clerk or Deputy Town Clerk after consultation with the Chairman or Vice Chairman in the Chairman's absence

5.1 The approval of expenditure between £3,501 and £5,000 relating to any matter within the Committee's responsibilities. Anticipated expenditure above £5,000 to be referred to Committee

6 Powers Delegated to the Town Clerk or Deputy Town Clerk and Officers

6.1 The approval by the Town/Deputy Clerks of expenditure of £3,500 or less relating to any matter within the Committee's responsibilities

6.2 After a probationary period of at least six months, and subject to a further extension at the discretion of the Town Clerk, the approval by the Finance & Facilities Officer of expenditure of £500.00 or less relating to any matter within the Committee's responsibilities

7 Membership

- 7.1 Membership of the Committee shall comprise no more than nine members, plus the Mayor
- 7.2 Council shall determine membership of the Committee annually
- 7.3 The Committee may co-opt non voting members on to the Committee with relevant skill, experience and knowledge consistent with these Terms of Reference
- 7.4 Members of the Committee requesting a specific agenda item should ensure their proposal is well researched, feasible and costed if it is to be considered for debate

## 8 Quorum

- 8.1 The Committee shall be quorate when one third of voting members are present
- 8.2 If less than one third of voting members are present, the meeting shall stand adjourned unless, at the discretion of the Chairman, it be considered that the meeting should continue for information purposes only. No business will be transacted or vote taken

## 9 Committee Chairman

- 9.1 The Committee will elect a Chairman and Vice Chairman from their number in accordance with the procedure as specified in Council's Standing Orders
- 9.2 The Deputy Mayor will automatically be afforded the opportunity of serving as Chairman of the Committee prior to being appointed Mayor Elect and subsequently, the Mayor
- 9.3 If the Chairman is not present, the Vice Chairman will take the meeting. If neither is present, members will elect a Chairman for the meeting from amongst their number, unless the Mayor is present when he/she would take the Chair

## 10 Clerking Arrangements

10.1 The Town Clerk will ensure that appropriate clerking arrangements are in hand for the Committee

10.2 In exceptional circumstances and only at the request of the Chairman and with the agreement of the Town Clerk, the Deputy Town Clerk or Finance & Facilities Officer may attend Committee Meeting/s when budgetary or financial issues are under review

10.3 The Committee shall keep accurate Minutes of its transactions and shall cause the Minutes to be recorded in books kept for that purpose by Council

## 11 Frequency and Timing of Meetings

11.1 The Committee shall meet not less than four times a year. Meetings shall normally be held at 6:30pm on a Tuesday in the Town Hall or at 6:00pm if the meeting is to be held virtually

## 12 Standing Orders

12.1 The Standing Orders of Council will apply to the running of the Committee as appropriate

**Town Clerk**  
June, 2020

Amended 28.10.21 Management of Hatton Rock transferred to CHE