



COMMUNITY SERVICES AND ENVIRONMENT COMMITTEE

TERMS OF REFERENCE

1 Sustainability

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

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

3 Advisory Powers

- 3.1 The Committee shall, at its October meeting annually, agree its recommended budget and advise the Finance & Audit Committee accordingly
- 3.2 The Committee shall, at its October meeting annually, agree its recommended designated reserve requirement and advise the Finance & Audit Committee accordingly
- 3.3 To recommend to Council any Initiatives and Special Projects over £2,500
- 3.4 To recommend to Council any CIL spending projects
- 3.5 To recommend to Council of any change to the Committee's Terms of Reference

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
- 4.2 Any proposed purchase or sale of assets
- 4.3 To work within budget but to draw down from nominated designated reserve if overspend is unexpected and unavoidable
- 4.4 Any capital spending needs
- 4.5 Any arrangements for securing value for money
- 4.6 Any debt write-offs
- 4.7 The level of expenditure required for the allocation of Grants and Special Projects
- 4.8 To award Initiatives and Special Projects up to £2,500
- 4.9 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
- 4.10 To undertake specific reviews in accordance with the above and seek specialist or professional advice when necessary
- 4.11 The appointment of any necessary external consultants or contractors
- 4.12 The level of expenditure required for Town Hall maintenance and oversee any special projects or work therein

- 4.13 The management of Stratford-upon-Avon Cemetery and Tranquility Garden
- 4.14 To review Stratford-upon-Avon Cemetery and Tranquility Garden fees, at least annually
- 4.15 To review additional income streams for the Cemetery and Tranquility Garden, at least annually, including memorials, plaques, trees, benches etc.
- 4.16 To determine any Cemetery or Tranquility Garden debt write-offs
- 4.17 The management of Holy Trinity Churchyard
- 4.18 The management of the Garden of Remembrance and War Memorials
- 4.19 The management of the American Fountain and Clock
- 4.20 The management of the Tiddington Road Mooring
- 4.21 The management of the Allotments
- 4.22 The management of any miscellaneous open space coming under total or partial control of the Town Council
- 4.23 The installation and management of street furniture and amenities, including bus shelters, benches, litter/dog bins, grit bins and cycle racks
- 4.24 The nomination, when appropriate, of members of the Council to outside bodies where there is insufficient time or opportunity to refer to Council
- 4.25 Undertake a general/financial Risk Assessment at least annually
- 4.26 Any such matters that, from time to time, Council may remit
- 4.27 The review of its Terms of Reference, at least annually

- 4.28 Acting within the powers and responsibilities of Stratford-upon-Avon Town Council, determine achievable and sustainable carbon neutral targets
- 4.29 To actively measure the set carbon neutral targets with regard to their effectiveness
- 4.30 To review local biodiversity issues and identify means to improve the local environment
- 4.31 To work in partnership with officers, representatives from local environmental groups, residents and businesses to agree and instigate actions leading to behavioural change
- 4.32 To work-up and activate a communication strategy, advise and enlighten the community on ways residents and businesses can take independent action to cut greenhouse gas emissions
- 4.33 To provide the Town Council with enough factual information to lobby Government on a regular basis with the aim that Government provides the powers and resources needed to address the situation
- 4.34 To provide a progress report to the Town Council every six months

5 Powers Delegated to the Town Clerk or Responsible Financial Officer after consultation with the Chair or Vice Chair in the Chair'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 Responsible Financial Officer and Officers

- 6.1 The approval by the Town Clerk / Responsible Financial Officer 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 £ 1,000.00 or less relating to any matter within the Committee's responsibilities

7 Membership

- 7.1 Membership of the Committee shall comprise no more than ten 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
- 7.5 To facilitate progress on environmental and climate change issues, the Committee will be encouraged to establish task and finish groups to undertake this. These groups will be responsible for expediting their work and will report their findings back to the Committee.

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 Chair, it be considered that the meeting should continue for information purposes only. No business will be transacted or vote taken

9 Committee Chair

- 9.1 The Committee will elect a Chair and Vice Chair

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 Chair of the Committee prior to being appointed Mayor Elect and subsequently, the Mayor

9.3 If the Chair is not present, the Vice Chair will take the meeting. If neither is present, members will elect a Chair 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 Chair and with the agreement of the Town Clerk, the Responsible Finance Officer or Finance & Facilities Officer may attend Committee meetings 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

12 Standing Orders

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

Town Clerk
V4 October 2025

**Terms of Reference
Control Sheet**

Document Ownership	Community Services Committee
Full Review	Every year – September

Version	Description of Amendment (including paragraph)	Date
V2	Removal of Hatton Rock to CHE	28/10/21
V3	Removal of Asset Register Sub Group to Finance and Audit Committee as they appoint Panel Change Deputy Town Clerk to Responsible Financial Officer Removal of Virtual meeting start time	
V3.1	Amended 6.2 – expenditure limit raised to £1,000.00 Amended wording in 10.2	September 2023
V4	Change committee name to Community Services and Environment Committee Replace Chairman with Chair 1.2 The reference to the appointment to the Environmental Strategy Panel be deleted, as this was now undertaken by the Community Services and Environment Committee. Change membership number in 7.1 to ten Inclusion of Environmental Clauses added at 4.28 – 4.34 and 7.5	November 2024
V4	No changes required – confirmed at Community Services & Environment Committee Meeting 7 October 2025, minute 8.2	October 2025