



**Stratford-upon-Avon Town Council**

**COMMUNITY, WELLBEING & PLACE COMMITTEE**

**TERMS OF REFERENCE**

<b>Policy Reference</b>	<b>Document Ownership</b>	<b>Review</b>
	Community, Wellbeing & Place Committee	September - Annually

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## **1. Purpose of Committee**

- 1.1 The Community, Wellbeing & Place Committee has responsibility for the provision of services, facilities and community initiatives, subject to budget and expenditure limits set out in the Council's Standing Orders and Financial Regulations.

## **2. Sustainability**

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

## **3. Membership and Voting**

- 3.1 The Committee will comprise of 9 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise and the Mayor.
- 3.2 The Chair of the Committee and Deputy Chair will be elected annually by the Committee at its first meeting following the Annual Meeting of the Council.
- 3.3 If the Chair is not able to attend a meeting, the Deputy Chair, where applicable, will take the meeting. If the Deputy Chair is not present, Members will elect another Member, to conduct proceedings for the duration of the meeting unless the Mayor is present when he/she would take the Chair.
- 3.4 In the case of a tied vote, the Chair will cast the deciding vote.
- 3.5 Additional members of the public may be co-opted to the Committee with relevant skill, experience and knowledge consistent with these Terms of Reference.
- 3.6 In the event of the resignation, death, or disqualification of a Councillor during the year any vacancy on the Committee will be filled at the next meeting of the Full Council.

## **4. Meetings**

- 4.1 The Committee shall meet no less than four times a year with the date and time of ordinary meetings determined at the annual meeting of the Council.
- 4.2 Members will be summoned to attend meetings which will usually be held in the Town Hall. Non-Members of the Committee may attend in their capacity as a Councillor but will have no more rights at Committee meetings than members of the public.
- 4.3 The Town Clerk/Chief Officer or Committee Chair may convene additional meetings as they feel necessary.
- 4.4 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.
- 4.5 The Clerk, or other appropriate staff member will prepare and circulate to Councillors an agenda by email, at least three clear days prior to meeting, and will publish the agenda on the Council website and noticeboard.

4.6 Minutes of each meeting will be produced by the Clerk or nominated Officer. They will be circulated in draft to the Chair of the Committee promptly after each meeting and will be published to the Council's website.

4.7 Meetings shall be held in accordance with the Council's standing orders and shall be open to the public unless otherwise resolved under permitted exemption.

## **5. Quorum**

5.1 The quorum of a committee shall be one third of its members and of a sub-committee, forum, panel or working party shall be one half of its members.

## **6. Accountability**

6.1 The Community, Wellbeing & Place Committee operates under the authority of Stratford-upon-Avon Town Council and is accountable to Full Council.

6.2 The Committee is subject to the Council's code of conduct, standing orders, and all relevant legislative obligations.

6.3 The Chair of the Committee shall ensure that the Committee operates within the terms of reference and brings any matters beyond its scope to the attention of the Town Clerk/ Chief Officer for Full Council.

## **7. Remit of the Committee**

7.1 The Committee has delegated powers from Full Council to act on behalf of the authority in relation to these defined terms of reference only; any matters outside of the Committee's terms of reference shall be referred to Full Council.

7.2 The Committee may appoint sub-committees or working groups as necessary to carry out specific tasks or investigate particular issues. The Committee will determine the terms of reference, membership, and duration of any such sub-committees or working group which are to be in accordance with the Council's Standing Orders, Financial Regulations and Scheme of Delegation.

7.3 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.

7.4 The Committee shall have delegated authority, in accordance with the Council's Financial regulations and standing orders to:

7.4.1 Consider and resolve on all matters relating to the management and provision of services, facilities and Community initiatives, including, but not restricted to the following: -

- Allotments
- Parks, Gardens, Open spaces, sports and recreational areas.
- Cemetery, Burial and Memorial Services (including memorial benches).
- Community Flagpole.
- Council-led Events and Civic activities including Mayor Making Ceremony/Civic Dinner, Civic Sunday, Civic Receptions, Shakespeare Birthday Celebrations, Shakespeare Schools Week/Heritage Open Day, Armed Forces Day, Remembrance Sunday Parade and Services, and Christmas Lights Switch-On.
- Markets.
- Town Hall (Including the provision of an annual maintenance review and compilation of a Planned Maintenance Schedule with specialist or professional advice when necessary).
- Tiddington Road Mooring.
- War Memorials.
- Hatton Rock storage facilities
- American clock and fountain
- Public spaces.
- Civic pride.
- Tourism initiatives and publicity.
- Community development programmes and engagement.
- Support to voluntary and community sector partnerships.
- Health & wellbeing initiatives (e.g. events we hold at the Town Hall, mental health, active communities).
- Grit Bins, Litter Bins, Dog Hygiene Bins, Benches and Bus Shelters.
- Council Web site, social media and newsletter
- Provide advisory input on wellbeing, arts, culture, heritage, and community events and other approved outside bodies.

7.4.2 Act within the powers and responsibilities of Stratford-upon-Avon Town Council, to:

- Determine achievable and sustainable carbon neutral targets; and actively measure the set carbon neutral targets with regard to their effectiveness.
- Review local biodiversity issues and identify means to improve the local environment by working in partnership with officers, representatives from local environmental groups, residents and businesses to agree and instigate actions leading to behavioural change.
- 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
- Produce a progress report to the Town Council every six months

- 7.4.3 Determine and implement maintenance priorities for council assets.
- 7.4.4 Recommend any Initiatives and Special Projects over £2,500 forming part of the Council's approved initiatives scheme to Council as part of the annual budget setting.
- 7.4.5 Approve the appointment of any necessary external consultants or contractors for services, facilities and Community initiatives delegated to this Committee.
- 7.4.6 Review opportunities for additional income streams annually.
- 7.4.7 Recommend to Council any CIL spending projects.
- 7.4.8 At its autumn meeting, agree its recommended budget, fees and charges and designated reserve requirement; and advise the Finance, Governance & Resources Committee accordingly.
- 7.4.9 The nomination, when appropriate, of members of the Council to outside bodies where there is insufficient time or opportunity to refer to Council

## **8. Officer Delegations**

- 8.1 Delegations to the Town Clerk/ Chief Officer after consultation with the Chair or Deputy Chair in the Chair's absence:
  - 8.1.1 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.
  - 8.1.2 For the free use of the Town Hall in respect of local community and charity use providing that the Council incurs no additional expense and free use is limited to occupation during normal working hours.
- 8.2 Delegations to the Town Clerk/Chief Officer or Responsible Financial Officer and Officers:
  - 8.2.1 The approval by the Town Clerk/ Chief Officer or Responsible Financial Officer of expenditure of £3,500 or less relating to any matter within the Committee's responsibilities.
  - 8.2.2 After a probationary period of at least six months, and subject to a further extension at the discretion of the Town Clerk/Chief Officer, the approval by the Finance & Facilities Officer of expenditure of £ 1,000.00 or less relating to any matter within the Committee's responsibilities.

## **9. Review**

- 9.1 The Committee Terms of Reference are to be annually reviewed in September.

**Terms of Reference  
Control Sheet**

<b>Version</b>	<b>Amendment (Including paragraph)</b>	<b>Review Date</b>	<b>Date Adopted</b>