

Terms of Reference

Community Services & Assets Committee (CSAC)

1. Purpose

The Community Services & Assets Committee is an advisory committee established to consider and make recommendations to Full Council on the management, development and delivery of the Parish Council's community services and physical assets, so that they are maintained and enhanced for the benefit of the residents of Chigwell.

2. Legal Basis and Advisory Status

Statutory functions are conferred on the Council as a corporate body. Formal decisions about the discharge of those functions must therefore be made by Full Council unless they have been lawfully delegated.

This Committee is appointed as an advisory committee under section 102(4) of the Local Government Act 1972. Full Council delegates functions to the Committee under section 101 of that Act only to the extent set out in these Terms of Reference and any related Scheme of Delegation, Standing Orders or Financial Regulations.

- The Committee has no delegated authority to discharge the Council's statutory or legal functions. Any formal decision to discharge the Council's statutory or legal functions in relation to matters considered by this Committee must be made by Full Council, another committee with delegated authority, or an officer with an express officer delegation.
- No individual councillor, including the Chair or Vice Chair of the Council, the Chair or Vice Chair of the Committee, or any political group leader, may discharge the Council's statutory or legal functions in their own right.
- The Council may not delegate functions that legislation reserves to Full Council. These include, for example, levying or issuing the precept, deciding to borrow money, and adopting or revising the members' Code of Conduct.
- Full Council may at any time exercise a function that has been delegated to a committee, sub-committee or officer, subject to any legal or contractual constraints.
- Any officer delegation must be made to the Proper Officer, Responsible Financial Officer or another named officer, not to an individual councillor. Where the Openness of Local Government Bodies Regulations 2014 require a written record of an officer decision, the record must be made, retained and published in accordance with those Regulations.

3. Membership

- The Committee shall consist of five [5] councillors appointed by Full Council at the Annual Meeting of the Council.
- The Chair and Vice Chair of the Committee shall be elected by the Committee at its first meeting following the Annual Meeting of the Council.
- The Chair and Vice Chair of the Council shall have the rights provided by the Council's Standing Orders, including the right to attend, take part in proceedings and be counted towards the quorum even where they are not appointed members of the Committee. They shall not be counted as part of the appointed membership unless separately appointed by Full Council.
- All participation is subject to the Council's Code of Conduct, Standing Orders and any requirements relating to declarations of interest.

Chigwell Parish Council

- If a councillor resigns from the Committee or Council during the year, a replacement councillor shall be appointed at the next appropriate Full Council meeting at which an agenda item can be published for that purpose.

4. Quorum

- The quorum shall be one third of the total membership of the Council or a minimum of four councillors, whichever is greater, subject to the Council's Standing Orders.
- The Chair and Vice Chair of the Council shall be counted towards the quorum where Standing Orders provide that they may do so, even if they are not separately appointed members of the Committee.
- No business may be transacted unless the meeting is quorate.

5. Meetings

- The Committee shall meet at least four times a year.
- Meetings shall be called in accordance with the Council's Standing Orders and applicable legislation.
- Agendas and minutes shall be published in accordance with Standing Orders and relevant regulations.
- Members shall declare interests on agenda items in accordance with the Code of Conduct adopted by Chigwell Parish Council.
- The public and press may be excluded from the meeting by resolution of the Committee where the public interest in exclusion outweighs the public interest in allowing them to remain. Where it is known in advance that exclusion is likely, this shall be indicated on the agenda.
- Draft minutes shall be published on the Council's website as soon as reasonably practicable after the meeting and, in any event, within 10 working days. Draft minutes shall be replaced by approved minutes once approved by the Committee.

6. Voting and Participation

- Voting rights shall be governed by the Council's Standing Orders and these Terms of Reference.
- Appointed members of the Committee may vote. The Chair and Vice Chair of the Council may vote only where Standing Orders give them that right for the meeting in question.
- Other councillors who attend but are not members of the Committee, and who do not have ex officio rights under Standing Orders, may attend as members of the public and may speak only during any public participation session or where Standing Orders otherwise permit. They may not vote.
- Members of the public may attend and may speak only during public participation or where otherwise permitted by Standing Orders.
- In the case of an equal vote, the councillor presiding at that meeting shall have a second or casting vote where permitted by legislation and Standing Orders.

7. Areas of Responsibility

A. Community Services

- Consider and make recommendations on the delivery of local services, including events, grants, volunteering, community engagement and activities for young people, older residents and other community groups.
- Consider and make recommendations on initiatives that enhance sustainability, community wellbeing, cohesion, accessibility and inclusivity.

Chigwell Parish Council

- Review the effectiveness of relevant Council objectives, strategies and policy aims, including communications and community engagement, and make recommendations for improvement.

B. Community Assets

- Consider and make recommendations on strategic planning for Council-owned or Council-managed assets, including Victory Hall, Parish Offices, allotments, the cemetery, open spaces, bus shelters, benches, signage and noticeboards.
- Consider and make recommendations on sustainability, accessibility, maintenance priorities and long-term asset planning.
- Review reports from officers or other committees relating to asset condition, community use, project options and service delivery, and make recommendations where a Council decision is required.

8. Limits of Authority

The Committee has no delegated authority to discharge the Council's statutory or legal functions. It may consider matters, scrutinise information and make recommendations.

The Committee's recommendations do not bind the Council and do not authorise works, contracts, grants, expenditure, asset transactions or other legal commitments.

The Committee may

- request reports from officers within the ordinary management arrangements of the Council;
- develop draft proposals, options appraisals, project scopes and policy recommendations for consideration by Full Council or another committee with delegated authority;
- recommend draft budgets, project proposals, service changes and asset management actions to Full Council, the Finance & Governance Committee or an officer with delegated authority and
- recommend that Full Council, the Finance & Governance Committee or an officer with delegated authority takes a decision.

The Committee may not

- authorise works, events, asset disposals, leases, licences, expenditure, award contracts, approve grants or otherwise commit the Council to legal or financial obligations
- make decisions reserved to Full Council or delegated to another committee or officer;
- delegate Council functions to a councillor or purport to authorise an individual councillor to act for the Council; or
- direct officers to take action outside existing Council decisions, approved budgets, policies or officer delegations.

Nothing in this clause prevents the Committee from making procedural decisions necessary for the conduct of its own meetings, such as agreeing minutes or resolving to exclude the public and press where legally permitted.

9. Budget and Finance

- The Committee may review financial information relevant to its areas of responsibility and may prepare draft project or service budget proposals for consideration by the Finance & Governance Committee and/or Full Council.
- The Committee shall not approve expenditure or virements and shall not commit the Council to any financial liability.

10. Reporting

- The Committee shall report to Full Council through its minutes and by presenting recommendations where a Full Council decision is required.
- Where the Committee does not meet before the next Full Council meeting, draft minutes may be presented to Full Council for information.
- Recommendations to Full Council shall identify the decision requested, the reason for the recommendation, any financial implications and, where relevant, whether the matter is reserved to Full Council.

11. Best Value

The Committee shall have regard to the principles of Best Value when considering matters within its remit and, where applicable, when making recommendations or exercising delegated authority.

Reference: Best Value Statutory Guidance as published by the Department for Communities and Local Government.

12. Review

- These Terms of Reference shall be reviewed annually at the Annual Meeting of the Parish Council or sooner if required.
- Considered and approved by the Council at its Annual Meeting on 21 May 2026.
- Review Date: May 2027.