

Chigwell Parish Council

Community Services Committee Terms of Reference

1. Committee

The Community Services Committee is constituted as an Executive Committee of Chigwell Parish Council.

2. Membership

Five Parish Councillors will be appointed annually at the Annual Council Meeting as voting members. Up to three non-Councillors can be appointed as per the Standing Orders.

If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting*.

The quorum of the Committee shall be three Members to include no less than two Councillors.

3. Chairperson

The Chairperson of the Committee will be elected annually by the Committee at the first meeting of the committee following the Annual Council Meeting.

4. Voting

Only appointed members may vote and participate at a meeting. Non member Councillors may attend and participate but not vote.

Members of the public may attend and speak at a meeting during public participation.

In the case of an equal vote the Chairperson of that meeting shall have a second or casting vote.

5. Declaration of Interests

All Councillors must declare interests on agenda items in line with the Code of Conduct as adopted by Chigwell Parish Council.

* The next appropriate meeting will be the next meeting where an agenda item can be published to carry out this action.

6. Meetings

The Committee will meet at least four times a year, with a minimum of 5 working days notice given.

7. Admission of the Public and Press

The initial position should always be in favour of disclosure of as much information as possible about the decisions the council takes, and only in limited circumstances should information be withheld, where there is a justification, in law, for doing so. The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders.

If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 considering the specific permissible reasons detailed in Local Government Act 1972 Schedule 12A (as amended). Schedule 12A contains 10 categories of information which can be exempt, 3 of which relate specifically to Standards Committee or Sub-Committee meetings. All of them require consideration of the public interest (via the application of the public interest test in Section 2 of the Freedom of Information Act 2000) before passing a resolution to withhold the information by excluding the Public and Press. Details of the categories are attached as Appendix 1 to these Terms of Reference.

Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

8. Minutes of Meetings

The minutes of the meetings will be approved at the next meeting of the Committee, if the committee does not meet before the next Full Council meeting the draft minutes will be presented at the Full Council meeting.

The draft minutes will be published on the Council's website as soon as possible after the meeting and always within 10 working days, these will be replaced with the approved minutes.

9. Meeting Duration

The duration of the Community Services Committee's meeting will be for a maximum of 2 hours unless a resolution is passed to extend the meeting for a further 30 minutes after which any unfinished business being taken at the beginning of the next Community Services Committee Meeting.

10. Funding

The Committee shall have a remit to commit/spend up to £5,000. Any amount over that value will be reported to the next appropriate Full Council meeting for their approval.

11. Terms of Reference

The Committee will review these Terms of Reference each year at the first meeting of the committee following the Annual (or First) Council Meeting and when necessary recommend any changes to the Council at the next appropriate Full Council meeting.

12. Responsibilities

The purpose of the Committee is to manage all Community Services within the responsibility of or devolved (now and in the future) to the Parish Council, including (but not limited to):

- Road, pavement, footpath, bridlepath and cycle path issues
- Local event management (CPC and third party)
- Street Lighting
- CCTV
- Public safety (e.g. local policing, NHW, Speedwatch, special constables)
- Community relationships, liaison and consultations
- Website and social media management
- Liaison with Local Highways Panel
- Relevant H & S oversight
- Review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of October each year including any proposals for revising the forecast

13. Best Value

The Committee will ensure the Council follows the principle of Best Value at all times **

Considered and approved by the Committee at its Annual meeting on 23 May 2023

Review Date: May 2024

** Best Value Statutory Guidance as published by the Department for Communities and Local Government, see appendix 2