



TERMS OF REFERENCE COMMUNITY SERVICES COMMITTEE

Approved by Council: December 2020

Members of the Authority 8 **Quorum = 3**

Meetings: Meetings will take place at least bimonthly

All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion but are unable to vote. Where operational management is delegated to the Town Clerk, the Town Clerk can delegate to direct Managers.

Function of Committee Column 1	Delegation of Functions Column 2
1. All delegated functions as set out in the Terms of Reference and Delegation of Council	Committee
2. Asset Management	
2.1 Maintenance of the Asset Register under the committee's remit.	<ul style="list-style-type: none"> • Town Clerk (Chairman to verify annually)
2.2 Provision & management, land, and relevant fixtures and fittings	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Town Clerk
2.3 Provision of common pasture	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Town Clerk
2.4 Responsibility for energy conservation and disabled access	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Town Clerk
2.5 Management, repair & maintenance, leasing & licensing of Council land & buildings under the committee's remit	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Town Clerk
3. Allotments	
3.1 Management of the Council's Allotments including tenancy agreements, rents, infrastructure, any wildflower meadows and the leases relating to.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Town Clerk
3.2 To provide allotments, improve land and let rights under S 23, 26, & 42 of the Small Holding & Allotments Act 1908.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Town Clerk
4. Burial Facilities	
4.1 Power to acquire, provide & maintain. Power to agree to maintain monuments & Memorials, Open Spaces Act 1906, Sec 9&10; Local Government Act 1972, S214; Parish Councils & Burial Authorities (Miscellaneous Provisions) Act 1970, S1. Regular inspection of memorials. Memorials, internments and associated regulations. Maintenance & management of buildings, equipment, fences, walls, pathways & roadways, trees, hedges and Shrubs.	<ul style="list-style-type: none"> • Acquisition & provision reserved for Council • Operational management to Town Clerk • Strategic overview to Committee within budget & Policy
4.2 Power to contribute towards expenses of cemeteries, Local Government Act 1972, S214.	<ul style="list-style-type: none"> • Committee within budget
4.3 Powers for maintenance of closed church yards, Local Government Act 1972, S215.	<ul style="list-style-type: none"> • Operational management to Town Clerk • Strategic overview to Committee within budget & policy
4.4 Power to provide Mortuaries, Public Health Act 1936, S198	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Town Clerk

4.5	Maintenance of the grounds of Church Road Cemetery, flower beds, trees, path and roads.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Town Clerk
5. Public Buildings		
5.1	Power to provide and equip community buildings, Local Government Act 1972, s 133.	<ul style="list-style-type: none"> • Strategic management including hiring within Policy & Budget to Committee • Operational management within Policy & Budget to Town Clerk
5.2	Power to provide & equip community, hubs, changing rooms & centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	<ul style="list-style-type: none"> • Strategic management of Council work depots, lease relating to, vehicles, equipment and tools within Policy & Budget to Committee
6 Leisure & Recreation		
6.1	Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10.	<ul style="list-style-type: none"> • Committee for strategic overview of all sports and recreation areas, equipment, buildings, fences, hiring and associated leases. • Town Clerk for operational management
6.2	Power to acquire land for or to provide recreation grounds, public walks, parks, country parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, & boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions) Act S19; Public Health Act 1961, s54.	<ul style="list-style-type: none"> • Acquisition to Council • Strategic Management & development, including flower beds, hanging baskets, planters, trees, hedges cleanliness of sites and seats to Committee within budget & policy • Town Clerk for operational management • Approval of grounds maintenance contracts to Council
6.3	Management & enhancement of Play areas	<ul style="list-style-type: none"> • Strategic Management & development, including equipment, buildings fences, hirings and related leases to Committee within budget & policy • Town Clerk for Operational management.
7 Entertainment & the Arts		
7.1	Power to provide entertainment and support of the arts, Local Government Act 1972, S145	<ul style="list-style-type: none"> • Strategic Management to Committee for land or buildings within their remit, within budget & policy. Arts and Culture including the strategy. • Town Clerk for Operational management.
8. Highways		
8.1	Consider repairs, upgrades and adoption of Parish Street lighting.	<ul style="list-style-type: none"> • Committee.
8.2	Consider, highways meetings, footpaths diversions, modifications, adoptions, repairs and maintenance.	<ul style="list-style-type: none"> • Committee.
8.3	To consider matters relating to traffic calming, signage, car parking, CCTV, TPOs and any other Highways matters.	<ul style="list-style-type: none"> • Committee.

NB. Any financial, operational or managerial action delegated to the Town Clerk may in his/her absence be undertaken by the Deputy Town Clerk, if the matter cannot wait until the Town Clerk returns

