

Great Chart with Singleton Parish Council

Founded in December 1894

Stronger Communities Committee

Terms of Reference

Introduction

The Stronger Communities Committee is a committee of Great Chart with Singleton Parish Council, responsible for community projects in the local area.

Purpose of the Committee

The committee will seek to help improve community connections and resilience.

Objective

The committee's objective is to provide effective support to those within the community who want it, aided by volunteers who wish to contribute their support. The committee will oversee a number of projects aimed at building a stronger community within the parish.

Notice of Meetings

At least three clear days' notice (not including the day of issue and the meeting) in writing (to include email) shall be given of any Committee meetings.

Time and Place of Meetings

Meetings are scheduled for the calendar year but could be arranged according to need. Meetings should not take place in licensed premises unless no other room is available. Meetings will be open to the public unless existing powers are used to exclude the press and public in accordance with council guidelines.

Agenda and Order of Business

The agenda shall be prepared in consultation with the Chair of the committee. The business of the meeting will normally be dealt with in the order that it appears on the agenda, except that the Chair (or Acting Chair) may, with consent of the meeting, give precedence to special or urgent business. The Committee will have the power to form sub-Committees in order to support its work.

Minutes from meetings

Minutes will be taken of all meetings and shall include a record of apologies and a list of those attending. Draft minutes should be sent as soon as possible and approved by the Chair. The draft minutes of the previous meeting will be sent out with the agenda for the forthcoming meeting and presented at the next meeting for adoption. Matters arising should be for report only.

Membership

Membership to the Stronger Communities Committee shall be a minimum of 3 Councillors. From time-to-time other individuals or organisations that support the aims of the Committee may be co-opted. The membership (representation) of the Committee shall be reviewed at the Annual Meeting of the Parish Council each May.

Adopted 27th October 2022

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Quorum

At all meetings of the committee three people with a power to vote shall form a quorum.

Reporting

The Stronger Communities Committee will report monthly to its parent organisation Great Chart with Singleton Parish Council.

Finance

The Stronger Communities Committee will operate under the financial regulations of Great Chart with Singleton Parish Council. The Committee will submit its budget requirement for consideration by the Finance Committee annually. Under no circumstances will the Committee incur expenditure beyond the budget authorised by Great Chart with Singleton Parish Council. No member of the Stronger Communities Committee shall commit the council to expenditure other than by resolution at a Stronger Communities Committee meeting. The Stronger Communities Committee or any Sub Committee shall not commit the Stronger Communities Committee to any expenditure that has not been approved by the Finance Committee.

Terms of reference of the committee

- a) To keep under review the projects running as part of the Stronger Community Committee to ensure they remain effective.
- b) To oversee the operation of all projects set up and run by, or on behalf of, the Committee.
- c) Where projects are run in conjunction with other organisations, the Committee will ensure that the reputation of the Parish Council is protected at all times.
- d) To prepare an annual budget for review by the Council's Finance Committee each year and to monitor expenditure against the annual budget approved by the Council.
- e) To keep under review opportunities to secure funding from external sources.
- f) To engage with local residents to understand the support that is needed within the community.
- g) To maintain a list of registered volunteers willing to work within the parish and the areas in which they wish to provide support.

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Changes to the Terms of Reference

On occasion there may be a need to change or add to these terms of reference. To do so, this must be raised as an agenda item for a forthcoming meeting of Great Chart with Singleton Parish Council.

The Terms of Reference were ratified at the parish council meeting held on 14 December 2022.	Signed by:	
Date:	Chair:	Date: