

STRONGER COMMUNITIES COMMITTEE

Date: Monday, 12 June 2023

Title: Committee Terms of Reference

Contact Officer: Deputy Town Clerk - Adam Clapton

Purpose of the Report

To resolve whether the current terms of reference for this town council committee should remain as they are or be updated.

Background

The terms of reference set out the remit of the Committee and are closely tied to its visions and objectives. They are reviewed annually in May (or at any other point as requested) and help structure the Council's democratic process regarding day-to-day matters which require a Council resolution or longer-term projects and aspirations.

Current Situation

The current terms of reference for the Stronger Communities Committee are:

- a) To recognise the value and benefit of voluntary groups and endeavours within our community, supporting and helping to facilitate where possible;
- b) To maintain infrastructure in the Town Council's ownership such as trees, floral displays, town centre street furniture (seats, litter bins), bus shelters, CCTV, noticeboards and Christmas Lights displays;
- c) To organise special events such as Freedom Parades, Remembrance Sunday and other Civic events within the programme and the budget agreed by the Council;
- d) To work in collaboration with other partnerships on town wide events such as the Christmas Lights switch-on and others that may arise from time to time;
- e) To oversee the Council's communication and publications – such as the website and quarterly newsletter;
- f) To oversee the local Schools in Bloom competition and the Council's entry into the regional In Bloom Competition;
- g) The Membership of the Committee shall consist of 6 Members plus the Town Mayor and The Leader of the Council ex officio with voting rights;
- h) The quorum of the Committee shall be 4 Members.

It should be noted that any Sub-Committees or Working Parties which may be created and are responsible to this Committee will have their own terms of reference presented at their first meeting.

New Councillors may like to refer to the Committee Structure provided in their induction packs for information relating to this and the other Committees of the Council.

In relation to reference (b), Officers suggest that tree infrastructure should be incorporated into the terms of the Council's Climate, Biodiversity & Planning Committee. Previously, the existing tree-stock has been dealt with by this committee, but it may be more beneficial to deal all tree enquiries in one place, rather than separately.

In relation to reference (d), the Committee may want to be more specific and include permission and administration of third-party and community events on town council land, such as Witney Music Festival, Witney pride and Witney Carnival which denotes the difference from the Parks & Recreation Committee which is tasked with facilitating such events.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Financial implications

- There are no financial implications pertaining to the report. The budgets for each of the areas listed in the terms are covered in cost codes and centres in the accompanying report of the Responsible Financial Officer (RFO).

Recommendations

Members are invited to note the report and consider the following:

1. The suggested amendments to terms of reference (b) and (d) and;
2. To agree or amend the remaining Committee Terms of Reference if agreed appropriate.