Frodsham Town Council
Community Committee

Terms of Reference 2019-20

1 **Objectives:**

1.1 To provide and maintain local amenities in an efficient & cost-effective manner.
1.2 To promote health & safety of the people through co-operation with FTC partners.
1.3 To co-operate with FTC partners regarding road traffic & related issues.

2 **Composition**

2.1 *Membership*: Committee will consist of up to 12 Councillors appointed at the Annual Meeting and up to 6 non voting members of the public appointed by FTC together with the Chair of FTC as ex-officio members (with no voting powers unless formally appointed to the Committee by Council).
2.2 *Chairmanship*: The Committee will elect a Chair from its Councillor members at its first meeting each year following the Annual Meeting.
2.3 *Meetings*: The Committee will produce a schedule of meetings at the first meeting after the Annual Meeting. The Committee may call extra ordinary meetings as necessary.
2.4 *Voting*: Only Councillors who are members of the Committee will have a vote.
2.5 *The Quorum* for a meeting will be a minimum of 4 Councillors.
2.6 *The Councillors Code of Conduct* will apply to all members of the Committee.
2.7 *The conduct of meetings* (declaration of interests, debate, voting etc) will be governed by the Council's standing orders.

3 **Rights & Powers**

3.1 The Committee may spend monies subject to the following limitations:
- Extent of the Committee's budget
- Amount of expenditure on any single transaction as per spending limits (see table).

3.2 The Committee may make recommendations to the Council for consideration and approval.
3.3 The Committee may appoint working groups for a specified purpose with the approval of Council.

4 **Responsibilities**

4.1 To monitor and manage the approved budget.
4.2 The Committee is responsible for the production of written estimates of proposed expenditure by the Committee for the next financial year for submission to FTC for approval no later that the Council's meeting in November of the current year.
4.3 The Committee's remit extends to the provision and maintenance of the following facilities and services:
a) Allotments
b) Bus shelters
c) Floral displays (including hanging baskets and planters)
d) Grass cutting
e) Over 70s voucher scheme
f) Public access defibrillators
g) Seats, commemorative seats and commemorative plaques
h) Signage and noticeboards including the Rotunda
i) Town bowling green
j) Traffic speed monitoring
k) War memorial
l) Winter gritting

4.4 When recommending undertaking of a new service provision the Committee will provide an assessment of potential risks/benefits and estimated cost of the undertaking.

5. Budget:

5.1 Expenditure:

	2019-20 Budget	Transaction Limit as % of Total
Maintenance	£16,000	25%
H&S	£250	100%
Street furniture	£1,000	100%
Rent & rates	£2,000	100%
Xmas lights	£750	100%
War memorial	£115,750	100%
Over 70s	£12,000	100%
Total	**£147,710**	

CAPITAL/PROJECT BUDGET	**2019-20**
Infrastructure/street scene	£1,000
Xmas light	£5,000
Total	**£6,000**