

TERMS OF REFERENCE
PEOPLE & COMMUNITIES COMMITTEE

MEMBERSHIP

This Committee comprises of 10 Councillors and is supported by the Town Clerk

FREQUENCY OF MEETINGS

The meetings will be held bi-monthly on the first Wednesday of the month at 7pm
There will not be a meeting in August unless the Town Clerk in consultation with the Chair deem it necessary.

CHAIR AND VICE CHAIR

The Chair and Vice Chair will retain the positions for the tenure of the Council subject to the approval at the annual May Meeting. The Chair would be entitled to receive the Specific Allowance as recommended by the IRPW which will be paid before the end of the financial year.

QUORUM

Quorum is 50%

SCOPE

As agreed by Council in July 2019, the following decisions will be delegated to the People & Communities Committee

- a) Approval of its Minutes as true and correct record
- b) Civic and Community activities organised by the Council
- c) Approval of expenditure on items within the Committee's area of responsibility and included in the approved Council budget up to the amount specified in the budget
- d) To be the lead Committee in respect of all actions within the Children & Young People and Challenges of Demographic Change tables of the Council's Action Plan and prepare progress reports for Council as appropriate
- e) Co-ordination of any town council input into Council involvement in events organised by third parties including twinning arrangements
- f) Preparation of budget monitoring reports as determined by Policy & Resources Committee
- g) Preparation of a proposal to Policy & Resources Committee for the following year's budget based on evidence of potential spend and need
- h) To prepare a response to all relevant consultations

The delegated decision making by Committees MUST be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee concerned. Where matters are delegated to the Committee, so far as is legally permissible, decisions are deemed the acts and proceedings of the Council.

The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council.

November 2019