

Woughton Community Council

Services and Communities Committee

Terms of Reference and Delegated Powers

1. The Services and Communities Committee (also known as 'Services Committee') is a committee of the full council and shall operate within the terms of reference set by Woughton Community Council.
2. Full Council to determine the appointment of members from time to time.
3. The quorum shall consist of 3 (three) members.
4. The Committee may co-opt any person who is not a member or officer of Woughton Community Council and shall have no voting rights. Each appointment shall be reviewed at the annual meeting of Council in May.
5. That every member should attend any training session(s) when necessary that have been arranged that relates to the functions and or duties of the committee, up to six (6) months after appointment.
6. The Committee shall promote, oversee and agree policy and direction for Community Development and Engagement, Environment and Landscape, Wellbeing and Advice and Youth services, and other services that may be developed within the council.
7. The committee will liaise with all relevant external agencies (both statutory and voluntary), work with agencies and other organisations to obtain funding and / or to work in partnership on specific projects and activities that will benefit all, or part of, the community in Woughton Parish.
8. The Committee shall oversee all aspects of the councils grants programme, reviewing the application pack and policies on an annual basis and assessing an awarding grants in line with said policies.
9. The Committee shall consider all aspects relating to matters concerning the Environment, transport, highways, crime and community safety, play areas, street lighting and antisocial behaviour as it relates to the Parish, and may approve projects within this remit.
10. The Committee shall review, monitor and develop services provided by the Council that impact on the social, environmental and wellbeing of the Community.
11. The Committee may recommend budgets for its activities on an annual basis and may agree virements in accordance with Financial Regulations.

12. Working within the Financial Regulations of the Council, the Committee shall have powers to:

- To approve and determine expenditure within budgets controlled by the committee.
- To approve grant aid up to a maximum of £2,000 to any one body at any one time (any grants larger than this may be recommended to Council for approval).

Last review date:	May 2023
Next review date:	May 2025
Lead:	Council Manager
Overseeing Committee:	Full Council
Approved:	
Review cycle:	Annually