



SANDBACH
TOWN COUNCIL

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COMMUNITY AND EVENTS COMMITTEE: TERMS OF REFERENCE

Approved by Council: 13th September 2023

Review Date: AGM May 2027

To be reviewed annually at the first Committee meeting each Council year

This document supersedes the Terms of Reference/Delegation dated June 2018.

10 Members of the Authority.

Quorum = 4

Committee may in addition have non-council community members with the approval of Council, in accordance with Standing Orders.

Responsible for all community matters, including community engagement, partnership working and directly and indirectly provided community events.

Meetings: Every 3 months within Committee cycle

All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion but are unable to vote.

Function of Committee Column 1		Delegation of Functions Column 2
Community Engagement		
1.	To promote the social wellbeing of the Town.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
2.	To develop, facilitate, implement and update any community plan developed in partnership with the community to promote and improve the health, social and cultural wellbeing of those who live, work, study or visit within the Town.	<ul style="list-style-type: none"> • Council to approve any community plan and updates. • Committee to have management overview and approve action plans within policy and budget. • Town Clerk for operational management
3.	To support the development and implementation of Cheshire East Sustainable Community Strategy and Local Area Partnership.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
4.	To facilitate and support statutory, community, voluntary and faith sector organisations to deliver improvements for the Town	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for Operational Management • Finance, Policy & Governance Committee for grants
5.	To promote social inclusion within communities	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
6.	To support, promote and lobby for public, community and wellbeing services and facilities within the Town;	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
7.	To support community and voluntary groups to improve the Town's environment, community cohesiveness, well-being and prosperity,	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
8.	To contribute to Market Town initiatives.	<ul style="list-style-type: none"> Committee to have management overview. • Town Clerk for operational management
9.	To maximise the benefit to the Town of external funding directly or in partnership.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
10.	To agree project funding applications.	<ul style="list-style-type: none"> • Committee.

11. 12. 13.	<p>To agree project funding, within budget, subject to an acceptable business case.</p> <p>To promote Fair Trade in the Town;</p> <p>To develop, facilitate and implement matters related to community engagement and support for community assets;</p> <p>To support the provision of information & advice for the Town, Local Government Act 1972, s 142;</p>	<ul style="list-style-type: none"> • In the case of urgency for an application, the Town Clerk in consultation with the Chairman and Vice Chairman of Committee. • Committee to have management overview. • Town Clerk for operational management • Committee to have management overview. • Town Clerk for operational management • Committee to have management overview. • Town Clerk for operational management • Finance, Policy & Governance Committee for grants.
14. 15. 16. 17. 18. 19. 20.	<p>Community Safety</p> <p>Power to install & maintain CCTV equipment for detection & prevention of crime, Local Government & Rating Act 1997, S31.</p> <p>To support initiatives of the Community Safety/ Crime Reduction Partnership, including ArcAngel.</p> <p>To lobby for road safety improvement schemes</p> <p>To liaise with the Cheshire Police and Crime Commissioner.</p> <p>To work with the Police to maintain a presence and service in the Town and to support rehabilitation of offenders and to manage any SLA in respect of PCSOs.</p> <p>To support home safety initiatives in the town and work with Cheshire Fire & Rescue on fire safety initiatives.</p> <p>To use the Council's communication channels to provide information on improving home, fire, community, road and water safety.</p>	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management • Committee to have management overview. • Town Clerk for operational management • Committee to have management overview. • Town Clerk for operational management • Committee to have management overview. • Town Clerk for operational management • Committee to have management overview and recommend policy to Council. • Town Clerk for operational management • Committee to have management overview. • Town Clerk for operational management • Committee to have management overview. • Town Clerk for operational management
30. 31. 32. 33.	<p>Personal Health</p> <p>To work with partner organisations to improve the health of people in the Town</p> <p>To lobby for improved access to services which can contribute to health</p> <p>To promote healthy living through the Council's communication channels</p> <p>Support the development and co-ordination of NHS services</p>	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management • Committee for management overview • Town Clerk for operational management • Committee for management overview • Town Clerk for operational management • Committee for management overview • Town Clerk for operational management
34. 35. 36.	<p>Young People</p> <p>Support and promote public & community services and facilities for young people.</p> <p>Coordinate and facilitate the involvement of young people in the decision making of the Council.</p> <p>Provide and coordinate support to young people in their communities</p>	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget • Town Clerk for operational management • Committee for management overview within Policy and Budget and to recommend policy to Council • Town Clerk for operational management • Committee for management overview within Policy and Budget • Town Clerk for operational management

37.	To have oversight of the Council's involvement with outside bodies which support young people	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget • Town Clerk for operational management
Projects, Events & Tourism		
47.	To approve and deliver community projects.	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget. • Town Clerk for operational management.
48.	To organise, support or promote events which promote and enhance the environmental, community or economic well-being of the Town.	<ul style="list-style-type: none"> • Committee to have management overview within Policy and Budget • Town Clerk for Operational Management of annual programme of events • Finance, Policy & Governance Committee for grants
49.	Provision directly or indirectly of Christmas lights. Local Government Act 1972, s144.	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget. • Town Clerk for operational management

Notes:

References to Town Clerk translate to Chief Officer and / or Chief Officer's office as determined by the Chief Officer;

Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return;

Definition of "Management Overview": To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to;

Definition of "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget.