



## **1 Objectives**

- 1.1 To improve the quality of life in the Town:
  - a. By providing & maintaining local amenities in an efficient & cost effective manner;
  - b. By promoting health & safety of the people through co-operation with the FTC's partners;  
and
  - c. Through co-operation with the Council's partners with regard to road traffic & related issues;
- 1.2 To promote the social & cultural life of Frodsham by organising & supporting community events
- 1.3 To consider and agree where appropriate, requests from community groups and others for use of the Council's assets such as the Community Centre fields. Such decisions to be implemented by the Committee through its executive powers.

## **2 Composition**

- 2.1 *Membership*: The Committee will consist of:
  - a. Up to twelve Councillors appointed by the council at the Annual General Meeting each May;
  - b. Up to six Non-voting members of the public appointed by FTC; and
  - c. The Chair and the Vice-Chair as ex-officio members (they will have no voting powers unless formally appointed to the Committee by Council).
- 2.2 *Chairmanship*: The Committee will elect a Chair & a Vice-Chair from its Councillor members at its first meeting after the Council's AGM

## **3 Meetings**

- 3.1 *Schedule of Meetings*: The Committee will produce a Schedule of Meetings at its first meeting after the AGM.
- 3.2 *Voting*: The Volunteer & Ex-officio members may not vote on resolutions.
- 3.3 *The Quorum* for a meeting will be a minimum of four Councillor Members.
- 3.4 *The Councillors' Code of Conduct* will apply to all members of the Committee.
- 3.5 *The conduct of meetings* (declaration of interests, debate, voting etc) will be governed by the Council's standing orders.

## **4 Rights & Powers**

- 4.1 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 List (attached) subject to call-in procedure
  - Timely publication of minutes of the Committee's meeting to enable FTC to 'call-in' as per methodology approved by FTC (Minutes of 14 December 2009, Item 192.2 and 25 June 2012, Item 40)
- 4.2 The Committee may make recommendations to the Council for consideration and approval.
- 4.3 The Committee may:
  - a. Appoint Working Group(s) for specified purpose(s) with the approval of the Council; and
  - b. Convene Special Meetings in accordance with the Council's Standing Orders.

## **5 Responsibilities**

- 5.1 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 than the Council's meeting in November of the current year
- 5.2 The Committee's remit extends to the provision & maintenance of the following facilities & services:
  - a. Allotments,
  - b. Bus Shelters,
  - c. Floral Displays (Including Hanging Baskets & Planters),
  - d. Grass Cutting (Excluding Memorial Field),

- e. Land Hire (inc Playing Fields) for the use of the Community,
- f. Over Seventies Voucher Scheme,
- g. Public Access Defibrillators,
- h. Seats, Commemorative Seats & Commemorative Plaques (excluding Memorial Field),
- i. Signage (as appropriate) and noticeboards including the Rotunda,
- j. Town Bowling Green,
- k. Traffic Speed Monitoring,
- l. War Memorial, and
- m. Winter Gritting

5.3 The Committee is responsible for leading the Council's contribution to the Christmas Festival, including;

- a. Christmas Lighting & Tree,
- b. New Years' Fireworks,

and for leading for the Council the following other events;

- c. Remembrance Day Service & Wreath Laying, and
- d. Participation in Community Pride Competition

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

6 **Capital Projects:** The Committee's remit extends, subject to approval by the Town Council, to the implementation of the following projects:

- a.Replacement Christmas Lights
- b.Replacement of play areas

<b>Community – Delegated Spending Limits (Revenue)</b>				
<b>Budget Heading</b>		<b>Budget 2017-18</b>	<b>Transaction Limit as % of Total</b>	<b>Comments</b>
1	Maintenance	15,000	25%	SLA with Lowther Forestry Ltd in place
2	H&S	100	100%	
3	Street Furniture	2,500	100%	
4	Rent and rates	1,500	100%	
5	Xmas Lights	2,000	50%	
6	Celebrations			
	NY Eve	1,450	100%	
	Over 70's	12,000	100%	
	Christmas Festival	8,000	100%	
	<b>Total</b>	<b>£42,550</b>		

<b>CAPITAL/PROJECT BUDGET</b>		<b>2017-18</b>
CAPITAL PROJECTS	<b>Play Areas</b>	36,000
DISCRETIONARY CAPITAL PROJECTS	<b>Infrastructure / Street Scene</b>	2,000
COMMUNITY AND DEMOCRATIC PROCESS	<b>Xmas Lights</b>	5,000
	<b>Total Capital Programme</b>	<b>£43,000</b>