



## **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 regarding road traffic & related issues.

## **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.
- 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
  - e. Over Seventies Voucher Scheme,
  - f. Public Access Defibrillators,
  - g. Seats, Commemorative Seats & Commemorative Plaques
  - h. Signage (as appropriate) and noticeboards including the Rotunda,
  - i. Town Bowling Green,
  - j. Traffic Speed Monitoring,
  - k. War Memorial, and
  - l. Winter Gritting
- 5.3 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 2018-19</b>	<b>Transaction Limit as % of Total</b>	<b>Comments</b>
1	Maintenance	16,000	25%	SLA with Lowther Forestry Ltd in place
2	H&S	100	100%	
3	Street Furniture	1,500	100%	
4	Rent and rates	1,500	100%	
5	Xmas Lights	2,500	50%	
6	War Memorial	40,000	100%	
6	Over 70's	12,000	100%	
<b>Total</b>		<b>£73,600</b>		

<b>CAPITAL/PROJECT BUDGET</b>	<b>2018-19</b>
Play Areas	36,000
Infrastructure / Street Scene	1,000
Xmas Lights	5,000
<b>Total Capital Programme</b>	<b>£42,000</b>