



CEFN COMMUNITY COUNCIL

COMMUNITY DEVELOPMENT COMMITTEE

PURPOSE AND KEY RESPONSIBILITIES

The Committee will operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations and in accordance with the Charity Commission where necessary (for projects undertaken on the Plas Kynaston Grounds).

To manage the effective and efficient procurement of goods and services in accordance with Financial Regulations and any Audit recommendations.

MEMBERSHIP & MEETINGS

1. The committee shall consist of six councillors, including chair, vice chair and four members from the community council, and may be re-elected every year at the annual meeting of the community council
2. The Chair and vice chair appointed at the Annual Meeting of the Council in May will serve as Chair and Vice Chair of this committee
3. In the event of the Chair's absence, the vice chair shall precede the meeting in the event of the vice chair's absence members present will appoint an Acting Chair at the beginning of the meeting.
4. Each meeting requires a quorum of three Members.
5. The meetings will be held as and when is required. Meetings may be called as the Clerk/Responsible Finance Officer and/or Committee Chair feel necessary to ensure that Members are apprised of the on-going financial management of the Community Council.
6. All members will receive an agenda and any correspondence relating to the meeting
7. Unless the council directs otherwise, the committee may arrange to devolve any of its functions to a sub-committee or to officers of the council.

TERMS OF REFERENCE

1. To manage pitch for use by football clubs to allow for development of grounds.
2. To approve any tendering and selection of contracts relating to development of council grounds.
3. To delegate areas of responsibility to either a sub-committee, or an officer.
4. To discuss, approve and recommend funding applications for development which includes council owned areas, such as the Plas Kynaston Grounds and George Edwards Hall/offices.

5. To discuss and recommend any funding for council events.
6. To manage funding for projects such as Low Caron Communities, and Green Space Projects.

GENERAL/POWERS

1. The Committee has the authority to determine policy and authorise expenditure on behalf of the Council
2. The draft minutes of each meeting will be made available to all Councillors as soon as practicable after the meeting for consideration by the Community Council
3. Members of the Public may attend this Committee. However, some items of work undertaken by this Committee may have to be held in private session (as required by sections 100 and 102 of the 1972 Local Government Act).
4. Public involvement is positively encouraged by the Council. At the discretion of the Chair, members of the public may speak for up to 5 minutes on any agenda item being considered at the meeting. Those seeking to address the Committee on agenda items must give the Clerk of the Council 24 hours' notice of their wish to do so.
5. The Terms of Reference will be reviewed at the annual meeting by the Community Council.

Adopted 27.05.26