



STOKE MANDEVILLE PARISH COUNCIL

COMMUNITIES COMMITTEE

TERMS OF REFERENCE

Review Date	Amendments Made
March 2020	Environment and Leisure committees combined.
September 2022	Additions and Deletions.
May 2023	Clarification on Voting Rights for Non-Council Members, Declaration for Charity Group, Delegation of Field Hire Decisions to Clerk, and Liaising with Community Groups. (Highlighted in grey)
May 2024	The frequency of meetings changed to monthly from bi-monthly.

The Communities Committee is appointed by and responsible to Stoke Mandeville Parish Council. The Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers.

Membership

The membership of the committee will be reviewed at the Annual Council Meeting but will consist of no fewer than **four** and no more than **eight** Councillors. A quorum at the Committee shall consist of three or more Councillors.

The Chairman of the Council will be an ex officio member of the Committee with full voting rights. Other members of the Council may attend but shall not have voting rights.

The Council has the power to co-opt members of the public to the Communities Committee membership.

Regulation 3 of The Parish and Community Councils (Committees) Regulation 1990 confirms that non-councillor members of committees have voting rights in respect of the following:

- Being a member of an advisory committee. – Not applicable to Communities.
- The management of land owned or occupied by the council¹ – **Voting Rights**.
- The functions as a harbour authority – Not applicable to Communities.
- Any function relating to the promotion of tourism – Not applicable to Communities.
- Any function relating to the management of a festival² – **Voting Rights**.

The membership of the committee as at May 2024 is:

- Councillor B Ezra
- Councillor D Field
- Councillor J Hudson
- Councillor C Jenkins
- Councillor J Theobald
- Councillor D Willmer
- Councillor P Wood

Meetings

- The Committee will meet every month on the second Tuesday of the month.
- Meeting dates for a year will be agreed by the committee in advance.
- The committee will elect a chairman for the year at the first meeting after the Annual Council Meeting. In the absence of the Committee Chairman, the first order of business will be to nominate a chairman to preside at the meeting.

- Committee meetings will be minuted by the Clerk of the Council or the Assistant Clerk.
- Committee members are always expected to abide by Stoke Mandeville Parish Council's Code of Conduct.
- Councillors who are on the Charity (SMVCA) Management Group must declare this at the start of the first meeting after the Annual Council Meeting.

Delegated powers

The Committee makes recommendations to the Council regarding the matters in debates. The Committee is however given full delegated power with regards to the following activities:

- To approve inscriptions for memorial stones / tablets to be placed in burial ground.
- To approve applications for memorial tablets to be placed in the burial ground where no interment has taken place.
- To agree the eviction of a tenant from the allotments where the allotment agreement had been contravened.
- To authorise spend up to £5,000 on budgets delegated to the committee.

Responsibilities

The Committee's responsibilities are to consider and make recommendations to the Council on all matters relating to the following, including the impact of HS2:

- the maintenance of the Council's street furniture (streetlights, benches, litter bins, dog waste bins, and notice boards),
- the management and maintenance of the allotments, including the determination and collection of the annual rent,
- the management and maintenance of the Swallow Lane burial ground,
- the upkeep of footpaths and rights of way within the parish,
- the consideration of car parking, traffic, and road safety in the parish,
- the maintenance of trees on the Council's land,
- the upkeep of green spaces in the parish,
- other Communities matters, including public transport within the parish,
- to consider and recommend to the Council active and passive leisure opportunities and facilities,
- to be responsible for the strategic development and delivery of the Council's leisure services, including the community centre and Queen Elizabeth II Playing Field and any future leisure facilities which may be provided within the parish,
- to be responsible for identifying and seeking funding for leisure, sport and play equipment as may be agreed by the Council,
- to manage any special events and occasions which the Council may deem to provide,
- to manage and monitor maintenance contracts, including the Grounds Maintenance Contract and the Grass Cutting Contract (of the Queen Elizabeth II Playing Field) and other areas that may be taken on,
- to consider any devolved services agreements with primary authorities,
- to liaise with the Charity (Stoke Mandeville Village Community Association) Management Group concerning the management, upkeep, and maintenance of the community centre, attending any meetings as may be necessary and making recommendations to the Council,
- to be responsible for the monitoring and reporting to the Council on all aspects of leisure, play and sports equipment owned by the Parish Council and placed in the parish,
- to liaise with the local community groups, when appropriate.
- to consider any capital programme projects.

1. Community Centre, Playing Field, Swallow Lane & Marsh Lane Burial Grounds and Brudenell Drive Open Space.
2. Events such as Queen's Jubilee, King's Coronation or Party in the Park.