



# **Terms of Reference:**

## **Service Delivery**

**Purpose: To plan, oversee and administer the services offered to and in support of our Community**

### **Key responsibilities**

1. To ensure long term financial sustainability for Vicars Cross Community Centre and to support the Vicars Cross Community Centre Manager in running the Centre through activities, meetings and general improvements
- Provide hands on support for the running and maintenance of Vicars Cross Community Centre
  - Provide a reporting and monitoring function to the parish council members of the Caldby Valley Joint Management Committee (the JMC)
  - To develop and lobby to enhance the existing walking and cycling infrastructure in the area and promote safer routes to school and improvements to public travel.
  - Establish and run Parish wide events and promote other relevant events occurring within the parish or events that may be of interest that are outside the area.
  - Monitor and review all forms of communications by the Parish Council, including website, social media, newsletters, and press releases.

### **Membership**

Membership will consist of Councillors from Great Boughton Parish Council. The Committee also may co-opt members of the community to add expertise to the group.

For reporting purposes, The committee will include at least one members of the parish council who sit on the JMC.

The Vicars Cross Community Centre manager will attend the Committee meetings and the Caldby Valley Neighbourhood Centre manager will also be invited.

### **Frequency of meetings**

Meetings will initially be held as per attached schedule with actions progressed /delivered between meetings.

Correspondence between meetings to update on progress of actions may occur via email as well as task and finish groups on particular actions, however NO decisions can be made via email.

# Strategic Resources Committee

(Formerly known as Service Support Committee)

**Purpose: To oversee and administer the Councils resources**

## Key responsibilities

1. To ensure robust budget monitoring and financial planning in order to ensure that audit, financial regulations and legal requirements are met.
- To ensure that all planning applications are considered and councillors comments collated and reported if relevant to the scheme.
- To consider outside body consultations eg CWaC, Cheshire Police and compile responses on behalf of the parish council
- To monitor the condition of parish council owned buildings, open spaces and resources and ensure that they are fit for purpose, maintained appropriately and inspected in line with legal requirements and maximise environmental sustainability
- To oversee a training programme for councillors, ensuring that all have the opportunity to take part.
- To ensure that the communication and promotion of the council complies with the Council's Communication Policy.

## Membership

Membership will consist of Councillors from Great Boughton Parish Council. The Committee also may co-opt members of the community to add expertise to the group.

## Frequency of meetings

Meetings will initially be held as per attached schedule with actions progressed /delivered between meetings.

Correspondence between meetings to update on progress of actions may occur via email as well as task and finish groups on particular actions, however, NO decisions can be made via email.

# **Governance Committee**

**Purpose: To ensure the Council manages services, staff and volunteers in accordance with the law.**

## **Key responsibilities**

1. To ensure that the council operates in accordance with its Standing Orders and that all policies and procedures meet the legal requirements
- To plan the annual budget and present options to the full council for the level of annual precept
  - To ensure that all councillors abide by the Code of Conduct and that the council understands and operates to the highest standards
  - To ensure that all necessary risk assessments, leases and partnership agreements are updated and maintained
  - To oversee, recruit and support the staff employed by the council
  - To oversee and ensure that volunteers are supported, trained and valued within the council.
  - To maintain health and safety on all council sites and in all council activities
  - To ensure equality and diversity within the council and all its operations

## **Membership**

Membership will consist of Councillors from Great Boughton Parish Council. The Committee also may co-opt members of the community to add expertise to the group.

## **Frequency of meetings**

Meetings will initially be held as per attached schedule with actions progressed /delivered between meetings.

Correspondence between meetings to update on progress of actions may occur via email as well as task and finish groups on particular actions, however NO decisions can be made via email.

## Annual Committee dates

All Committee Meetings take place on the first Tuesday of the month, are held in the Thackeray Room, Vicars Cross Community Centre and commence at 6.30pm.

<b>GOVERNANCE COMMITTEE</b>
<b>January</b>
<b>May</b>
<b>September (if required)</b>

<b>SERVICE DELIVERY COMMITTEE</b>
<b>February</b>
<b>June</b>
<b>October</b>

<b>STRATEGIC RESOURCES COMMITTEE</b>
<b>March</b>
<b>July</b>
<b>November</b>

***There are no Committee meetings currently scheduled in April or December.***