



Community and Environment Committee

Terms of Reference

Function

Responsible for all community and environmental matters, including events.

Meeting arrangements

Table 1 Community and Environment Committee meeting arrangements

Schedule	11 times a year, Tuesdays at 7pm
Venue	Bollington Town Hall
Membership	<ul style="list-style-type: none">• 6 Councillors• Members of the Council who do not normally sit on the Committee may attend, debate but not vote on any item (unless officially substituting for an absent committee member). Unless substituting, attendance by non-committee members will not be counted towards the quorum.
Quorum	3
Chair	To be elected at the first meeting following the Annual Town Council meeting
Agendas	Developed by the Town Manager
Minutes	Produced by Town Manager and presented to next practicable Full Council
Reporting	To Full Council
Terms of Reference	Reviewed at the Annual Town Council meeting
Expenditure	£1000 The committee has delegated authority to authorise expenditure up to £1000 as set out in Standing Orders and take decisions that align with Council policy. The committee shall in its meeting in September/October agree a recommended budget for the forthcoming financial year which will be presented to Full Council.

Delegated authority

Table 2 Community and Environment Committee delegated authority

No	Function	Delegation of function
1	To promote the social wellbeing of the town	Committee
2	To facilitate and support local community and voluntary organisations including events	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for Operational Management
3	To maximise the benefit to the Town of external funding directly or in partnership.	Committee
4	To promote social inclusion with the communities	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for Operational Management
5	To review with the police, crime and disorder issues and fear of crime in and around Bollington and to make recommendations to Council	Committee
6	To work with the Fire Service representatives to raise awareness of their access needs in our narrow streets	Committee
7	To review and make decisions on environmental issues such as the single use of environmentally damaging materials, renewable resources, air quality monitoring and the drive to carbon neutrality by 2030.	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for Operational Management
8	To promote environmental awareness.	Committee
9	To support community initiatives that have a clear benefit to the town in terms of safety improvements, environmental improvements, social inclusion, health and well being of residents	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for Operational Management
10	To oversee the protection of the War Memorials	Committee
11	To protect and preserve local heritage.	Committee
12	To liaise with the relevant authorities in cases on public health/environmental nuisance, drainage matter, pollution, animal welfare issues.	Town Clerk
13	To encourage recycling and a litter free town	<ul style="list-style-type: none"> • Committee for strategic overview

No	Function	Delegation of function
		<ul style="list-style-type: none"> • Town Clerk for Operational Management
14	To work with partner organisations to improve the health of people in the Town.	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for Operational Management
15	To improve access to services which can contribute to health.	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for Operational Management
16	To promote healthy living	Committee
17	Support for public and community services	Committee
18	Support to young people in their communities.	Committee
19	To promote the economic wellbeing of the Town through partnership with the business and community sectors.	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for Operational Management
20	To promote tourism within the Town.	Committee
21	To support initiatives promoting inward investment in the town	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for Operational Management
22	Review, monitor and revise the Council's community and environmental policies	Committee
23	To administer and oversee the civic functions of the Town Council	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for Operational Management
24	Receive and make decisions on written reports from the Events Working Group and other working groups as allocated by the Committee	Committee
25	To ensure Task and Working Groups as allocated by the committee have a clear purpose and terms of reference	Committee
26	To ensure when making decisions that the climate and environmental impact is thoroughly considered and recorded.	Committee

Approved at the Annual Town Council meeting on 16th May 2023