

# Stockton Heath Parish Council

## Village Committee

### Terms of Reference

These terms are supplemental to, and do not in any way override, the Parish Council standing orders and/or Financial Regulations.

These Terms of Reference were adopted by the full parish council at its meeting on 14 May 2019.

These Terms of Reference will be reviewed annually.

#### **1. Objective**

Stockton Heath Parish Council's Village Committee is constituted to consider and to recommend action to the Parish Council on village centre matters, with reference to the aims of the Parish Council in its delivery of a safe, clean, pleasant and vibrant area in which to live, work and visit.

#### **2. Membership**

- 2.1 The Village Committee shall comprise of Parish Council members elected annually, along with the Chair and Deputy Chair of the Parish Council in an ex-officio capacity, with appointments made at the Annual Meeting of the Parish Council held in May.
- 2.2 The quorum of the Village Committee shall be three members.

#### **3. Chair**

The Chair of the Village Committee shall be determined at the first meeting of the Village Committee following the Annual Meeting of the Parish Council in May.

#### **4. Conduct of Meetings**

- 4.1 All meetings of the Village Committee will be held in accordance with the standing orders, financial regulations and other such policies as exist of the Parish Council.
- 4.2 The committee shall meet several times a year, with meetings notified with three clear days' notice.
- 4.3 The Parish Clerk or the Chair of the Village Committee may call additional meetings as and when necessary, with three clear days' notice.

## **5. Powers delegated to the Village Committee by the Parish Council**

5.1 The Village Committee has the delegated authority from Stockton Heath Parish Council for resolving payments up to a threshold of £5000, where such class of expenditure already has a revenue budget heading for which the Village Committee is responsible and that the authorisation of the payment will not cause the budget to be overspent and that such expenditure is clearly stated on the agendas of that Committee and shown as resolved on the minutes of that Committee.

## **6. Responsibilities and areas of operation**

### 6.1 General

To submit annually, a budget recommendation to the Parish Council, which reflects the costs of projects that will meet the aims of the Parish Council with regard to a safe, clean, pleasant and vibrant village for all who reside, work and visit.

To submit annually, a recommendation for an action plan which reflects the aims of the Village Committee to the Parish Council.

### 6.2 Litter

To have an overview and to make recommendations with regard to the control of litter in the parish; to have an overview of the work of the Parish Ranger and weekend litter pickers and to recommend to the Parish Council, the level of provision necessary to help maintain a clean village; to make recommendations on litter bin provision; to arrange, as appropriate, the help of volunteers to undertake scheduled community litter pick events.

### 6.3 Village Assets

To design, determine, review and maintain the assets of the village centre, which include planting containers, baskets, benches, lampposts at Victoria Square and the War Memorial and to review the condition of such assets at least annually.

### 6.4 Events

To be responsible for promoting Stockton Heath Parish Council by hosting the annual Christmas Lights Switch On event.

### 6.5 Liaison

To liaise with Warrington Borough Council, Promote Stockton Heath, the Friends of Alexandra Park, the Stockton Heath Festival Trust and other such appropriate bodies.

## **7. Documentation**

Minutes of all meetings will be recorded by the Clerk of the Parish Council at the meeting and circulated at the full Parish Council meetings of Stockton Heath Parish Council.

## **8. Responses**

All correspondence should be conducted through the Parish Clerk wherever possible.

## **9. Review**

These terms of reference to be reviewed annually.