



Community & Environment Committee

Terms of Reference

1. The quorum of this Committee shall be one third of the members of the Committee.
2. The membership of the Committee will be reviewed annually in May each year.
3. This Committee will conduct its meeting under the provisions of the Local Government Act 1972.
4. The Chair of the Committee to be consulted as to the items to be included in the agenda of the meeting, and to approve the subsequent minutes at the next meeting thereof prior to their publication.
5. The Committee has delegated authority to administer, subject to any direction from the Council, the Community Grant Funds on behalf of the Council, for the benefit of the people of Horsforth. The Committee may make individual grants of £300 and sponsorship up to the maximum of £500, in accordance with the General Power of Competence and in accordance with the Community Grant and Sponsorship criteria approved by the Council, and may deal with any other delegated matters.
 - a. That the balance of any grant or sponsorship in excess of the amount shown in paragraph 5 above, if agreed by the Committee, should be submitted to the Finance and General Purpose Committee (F&GP) for its consideration, indicating the Community and Environment Committee's recommendation as to what level of grant or sponsorship should be considered. Any additional funds awarded by F&GP above the £300 Grant/£500 Sponsorship levels will still be taken from the Community and Environment Committee Budget.
 - b. That the deadline for grant and sponsorship requests is to be the day before the day of publication of the agenda of the Committee, i.e. seven working days prior to and including the day of the Committee meeting.
 - c. Subject to the proviso that any grant or sponsorship application which, in the opinion of the Committee, is sensitive should be referred to the Full Council for its views.
6. The Committee has delegated authority to administer, subject to any direction from the Council, Horsforth Matters and Horsforth Matters Community Guide and associated editing of those publications.

7. The Committee has delegated authority, subject to any direction from the Council, to carry into effect schemes and programmes of work for cleansing, weeding, pruning, street cleaning, litter picking, planting, provision of litter bins, hanging baskets and flower tubs, benches and other measures so as to bring an improvement in the environment of Horsforth; and to do anything that is conducive to the undertaking of such schemes such as risk assessment.

Such programmes may include:

- Parks
- Open Spaces
- Ginnels
- Public Footpaths and Rights of Way
- Bridleways
- Public Highways
- Commons
- Becks and Water Courses
- Public Memorials
- Christmas Lighting

8. The Committee may engage in particular partnership/support arrangements with Leeds City Council, the Community Involvement Team, churches, statutory and voluntary bodies or agencies, as appropriate, to provide community services which benefit the people of Horsforth.
9. Provided that the Committee shall not commit the Council to any expenditure other than that allocated by the budget.

Adopted 24 May 2017
Re-adopted 23 May 2018