

**Horsforth Town Council**  
**Community & Environment Committee**  
**Terms of Reference**



1. The maximum number of members of the Committee and the allocation of members from different groups on the Council shall be as specified in Standing Orders or as otherwise determined by a resolution of full Council.
2. The membership of the Committee shall be reviewed annually in May at the Annual Meeting of the Town Council.
3. The membership of the Committee may include non-members of Council. The appointment of such members shall be subject to approval by Council. Such members shall not have any voting rights and shall not be counted in the maximum permitted number of members on the Committee or towards the quorum.
4. The Chairman and Vice Chairman of the Committee shall be elected annually at the Annual Meeting of the Town Council.
5. The quorum of the Committee shall be one third of the voting members of the Committee.
6. The Committee will conduct its meetings under the provisions of the Local Government Act 1972.
7. The Council's Standing Orders and Code of Conduct shall apply to the Committee and its members.
8. The Clerk or Assistant Clerk shall convene ordinary meetings of the Committee.
9. The Chairman shall convene extraordinary meetings of the Committee.
10. The Chairman shall be consulted as to the items to be included in the agenda for Committee meetings.
11. The Committee shall approve its minutes which will be submitted to Council for information.
12. The Committee has the following powers and responsibilities:
  - a. To administer the Community Grant and Sponsorship Funds on behalf of the Council, for the benefit of the people of Horsforth, subject to the policies set by Council and to the following:
    - i. Committee may award a maximum of £500 grant or sponsorship per application
    - ii. Where an application is for an amount more than £500, Committee shall decide on the award up to £500 and shall refer consideration of the balance to Finance and General Purposes Committee with a recommendation. Any additional award made by Finance and General Purposes Committee shall be paid out of the Community and Environment Committee budget.
    - iii. Where Committee considers an application for grant or sponsorship to be sensitive, it shall refer the application to Council.
  - b. To administer Horsforth Matters and Horsforth Community Directory and the associated editing, content, production and distribution of those publications

- c. To administer the Good Citizen and Young Achiever awards, including deciding the winners each year
  - d. To provide festive lights and motifs in the town at Christmas
  - e. To organise events in the community on behalf of the Council, including but not limited to band concerts an Annual Event, the Christmas Switch-On and , subject to any direction from the Council, an event on Remembrance Sunday
  - f. On behalf of the Council to organise the Council's participation in external events such as Horsforth Gala
  - g. To maintain Jubilee Garden
  - h. To provide and maintain floral displays in the town
  - i. To be responsible for inspection and maintenance of the Council's benches, noticeboards and other items of street furniture
  - j. To consider and make recommendations for maintaining and/or improving facilities, services and the environment of the town, which may include the following:
    - Street cleansing, litter picking and the provision of litter bins in public areas
    - Planting, pruning and maintenance of trees, shrubs and other plants
    - Providing seating in public places
    - Condition, facilities and accessibility of parks and open spaces and commons
    - Condition and accessibility of ginnels, public rights of ways, public highways
    - Condition of becks and water courses
    - Provision, maintenance and condition of public conveniences
    - Provision, maintenance and condition of public memorials
    - Provision of other facilities for the community
  - k. To undertake such other tasks as may from time to time be referred to it by Council
13. The Committee may liaise with and may engage, as appropriate, in partnership or support arrangements with Leeds City Council, other local councils, government departments, statutory and public bodies, churches, and voluntary bodies or other agencies to provide community services or to improve the environment to benefit the people of Horsforth.
14. The Committee has control of the budget for the Committee as approved by Council.
15. In accordance with Financial Regulations, where expenditure would otherwise exceed the approved budget for a particular budget head, Committee may vire amounts from other budget heads under its control to cover the expenditure. Such virements must be reported to Council.
16. The Committee shall implement its decisions if and only to the extent that it is authorised to do so by Council but otherwise shall make recommendations to Council.

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Adopted: 29<sup>th</sup> July 2021  
Approved: 7<sup>th</sup> July 2022  
Reviewed: 18<sup>th</sup> May 2023  
Next review date: May 2024