**COMMUNITY COMMITTEE**

**TERMS OF REFERENCE**

The Committee will determine the Council’s policy and activity within its remit:

1. Community Safety
2. Children’s, family and youth services
3. Community centres
4. Community development and cohesion
5. Community events
6. Education and housing
7. Indoor sports and play facilities
8. Public health and healthcare
9. Social care services
10. Remembrance Sunday and memorial services

Specifically, the Committee may:

* Implement and review the relevant objectives of the Baildon Plan update 2019
* Take all policy and non-financial decisions in relation to these issues
* Spend within, monitor and vire between delegated budget headings
* Make recommendations for changes to delegated budget headings
* Formulate and recommend budget proposals to assist precept-raising
* Consider topical issues as they arise
* Keep up-to-date with developments
* Send and receive representatives to and from partner organisations
* Communicate internally and externally through the proper channels
* Work co-operatively with internal and external partners
* Recommend fees and charges to the Governance Committee

The Committee may also act as the Town Council’s formal consultee for some planning applications, as directed by the Clerk. The committee may submit any comments to Bradford Council.

The Committee will be elected at the Annual Meeting of the Council in May

The Committee will have a minimum of 3 and a maximum of 6

councillor members and will have a quorum of three councillors

A Chair of the Committee, who must be a councillor, will be elected at the first committee meeting each year

A Vice Chair of the Committee, who must be a councillor, will be elected at the first committee meeting each year

The Committee may co-opt non-councillors as non-voting members, for reasons of expertise or experience

The Clerk (or, a nominated officer) will convene meetings of the Committee, take the minutes of meetings and action decisions arising from meetings

The Committee shall keep and ratify its own minutes.

During consideration by the Committee of confidential matters, the press and the public will be excluded from meetings under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1 (2), and these matters will be reported to Council as a confidential minute.

The Committee shall meet at least 3 times per year.

Extraordinary meetings of the Committee may be called in accordance with Standing Orders 4c and 4d.

Unless the Council determines otherwise, the Committee may appoint sub-committees, whose terms of reference and membership shall be determined by the Committee

The terms of reference shall be given to all Council members for information and shall be ratified at the first meeting after the Council’s annual meeting in May.

Councillors, who are not members of this Committee, may attend any meeting of the Committee but as they are not formal members are not permitted to vote on any of the Committee’s decisions.

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| Approved by the Town Council | 16th May 2016 |
| Amended | 13th February 2017 |
| Amended | 28th April 2017 |
| Amended | 19th May 2017 |
| Amended | 3rd July 2017 |
| Approved Full Council 1718/21 | 10th July 2017 |
| Approved Full Council 1819/39 | 16th July 2018 |
| Amended Full Council FC1920/08 & 09 | 13th May 2019 |
| Amended FC1920/75 | 9th December 2019 |
| Amended | 9th May 2022 |