

## Projects Committee - Terms of Reference

1. **Status:** The Committee shall be known as the **PROJECTS COMMITTEE**, a Standing Committee appointed at the Annual Council meeting. As such it is autonomous; its decisions and recommendations do not require ratification by Council unless a matter specifically referred to or outside the scope laid out in the terms of reference. It is subject to the same general rules of conduct in relation to meetings as set out in the Council's Standing Orders.
2. **Scope:** The Committee will have the delegated authority to make decisions on behalf of Stony Stratford Town Council to the general services in the town under town council governance. This to include public toilets, allotments administration and management, litter and waste service services and The Farmers Market. In addition, the Committee will have authority to consider, initiate and oversee Projects that are of direct benefit to the residents of the community.
3. **Membership:** The Committee shall consist of **seven** elected members of Stony Stratford Town Council. Its quorum shall be **four**. In the event of an inquorate meeting the Chairman of the Project Committee, Chairman and Vice-Chairman of the Full Council shall agree a response either by re-arranging a meeting or, should time allow, agree a decision in line with Council Policy. Should one or all of the above designated Councillors not be present or available then those present, numbering 'not less than three, shall agree a response.
4. **Appointment of non-members:** The Committee shall have the power to appoint non-members. Non-members shall not be entitled to vote on decisions.
5. **Aims and Objectives**
  - To oversee the effective running of Town Council Allotment sites
  - To undertake Projects referred to it by the Stony Stratford Town Council
  - To encourage prioritisation of Projects for the younger and older citizens of the town
  - To identify Projects to support the development of the community and enhance the social life of the Parish
  - To ensure the adequate and effective management of general services within the town
  - To fact find and make recommendations on issues of Community Safety and to support associated local safety groups
  - To fact find and recommend priorities in accordance with the Stony Stratford Town Council Priorities 2012/16 (as revised)
6. **Working Groups:** The Committee shall have the power to set up working groups to organise and host specific events on behalf of the Town Council. This shall include, but not be limited to the events known as The Big Lunch and Apple day.
7. **Budget:** The Committee shall be maintained in accordance with the annual budget set by the Council. Any additional funds required by the Committee to discharge its obligations shall be sought by application to the Finance & General Purposes Committee or Council.
8. **Meetings:** These shall be normally take place on the 1<sup>st</sup> Tuesday of each month and are open to Press, Public (including Members of Town Council not already on the Project Committee) and subject to prior notification of their intention to speak on a specific matter being given to the Proper Officer, may attend and at the Chairman's discretion speak on any item.

**Approved by Projects Committee:**

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**2017**

*Rev.1: 7<sup>th</sup> June 2015/Rev.2: 14<sup>th</sup> October 2016/Rev.3: 9<sup>th</sup> November 2016/Rev.4: 4<sup>th</sup> January 2017*

