

# Dinnington St John's Town Council

## COMMUNITY WORKING GROUP

### TERMS OF REFERENCE (established July 15)

#### **Purpose:**

To oversee all community-related issues including the organisation of the annual Christmas Festival and any community based events.

#### **Membership:**

Members of Dinnington Town Council (decision making powers only) supported by Town Clerk and/or Assistant Town Clerk as Responsible Financial Officers. The working group is to elect a Chair (if the Chair of the full council is not on the committee) at the first meeting following the Annual Meeting of the Council. The membership of the group is to be reviewed at each Annual Meeting of the Council. The quorum of the group will be one third of the total number of members.

Note: Other organisations and agencies and legal representatives may be invited to the meetings at the discretion of the Chair. Such representation may bring experience and knowledge of their respective areas and the ability to comment and provide advice.

**Meetings:** The working group will meet as required depending on matters of the moment as directed by the Chair. Working group meetings are not public meetings as they are primarily to oversee the organisation of tasks and events as required. No formal summons, agendas or minutes will be issued although the Clerk/Assistant Clerk will maintain a record of decisions and actions.

**Authority:** The committee has full authority to authorise expenditure up to limits agreed by the full council, and delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside these terms of reference shall be made to the full council.

#### **Roles and Responsibilities:**

- To have delegated powers to organise the annual Christmas Festival up to agreed budget limits set by full council. Any expenditure outside these limits must be authorised by full council.
- To have delegated powers to undertake any community-based initiative on behalf of the full council as decided at a full council meeting, including any associated budgetary delegation.
- To raise the profile of the council through community initiatives. Any initiative that may involve a cost to the council not previously authorised must first be approved by full council before commencement of the activity.
- To report to full council on the progress of any initiatives, including performance against budget and any other agreed targets.

#### **Staffing and Finance Committee Membership:**

Cllr D Smith (Chair)

Cllr S Scott (Vice Chair)

Cllr D Adams

# **Dinnington St John's Town Council COMMUNITY WORKING GROUP**

Cllr D Boughton  
Cllr L Clarke  
Cllr P Davies  
Cllr W Loftus  
Cllr A Milner  
Cllr R Mugglestone  
Cllr P Russell  
Cllr J Simmonds  
Cllr P Smith

Supported for advice/note taking by Town Clerk or Assistant Clerk.