Yarnfield and Cold Meece Parish Council

Community Action Group
Terms of Reference

PREFACE

Document title	Community Action Group		
Author	Parish Clerk		
Status	Approved Terms of Reference		
Effective from	4th May 2021		
		Date	Resolution
Approved on	First Approved	4 May 2021	21-235
Next review date	May 2023		
Purpose: to provide guidance on the operation of the Community Action committee and to set down the rules governing its operation.			

1 Authority

1.1 The Community Action Group is appointed by Yarnfield and Cold Meece Parish Council to deliver the aims and objectives set out in these Terms of Reference.

1.2 The Terms of Reference will be reviewed annually by the Full Council.

1.3 The Council's Standing Orders, Financial Regulations and Code of Conduct shall apply to the Community Involvement Group and its members.

1.4 On a quarterly basis the committee will report back to the Parish Council on progress, issues arising and outcomes from Community Projects.

1.5 The committee will make recommendations to the Council regarding policy and strategic matters within their delegated area of responsibility.

1.6 Nothing in these Terms of Reference prevents the Council from dealing with a matter that might otherwise be dealt with by this committee.

2 Membership

2.1 The committee membership will be:

i. 3 elected Councillors;

ii. Up to 8 Non-elected members. In the first 12 months members will be drawn from the Yarnfield Forum. There after a selection process will be used to appoint non-elected members to the committee;

iii. Any member of the Council shall be entitled to attend and speak at meetings of the committee;

iv. Should a formal vote be required, only councillors elected to the committee will have voting rights.

2.2 The Chair of the committee and the two councillor representatives will be appointed by the Council at the Annual meeting of the Parish Council held in May each year.

2.3 The quorum of the committee: 3 members of whom at least one will be an elected councillor

3 Aims and objectives

3.1 The role of the committee will be:

3.2 **Community Projects**:

i. Propose projects for the benefit of the community of Yarnfield and Cold Meece Parish, promoting wellbeing and social inclusion

ii. Prioritise and plan the implementation of these projects

iii. Identify and support individuals and groups to be involved in community projects..

iv. Organise and drive forward the projects and report progress to the Parish Council.

3.3 **Community volunteering role** – to promote new and novel volunteering opportunities in the parish that help to deliver the aims and objectives of the committee.

3.4 **Council Defibrillators:**

i. Undertake regular monitoring of the Parish Council defibrillators.
ii. Coordinate the maintenance of the defibrillators, which will include replacement of pads/batteries.
iii. Arrange and deliver training events in the use of the defibrillators.
iv. Reporting and liaison with the national coordination group.
v. Developing the network of defibrillators in the parish.

4 Areas of Responsibility

4.1 The committee has delegated power to take decisions and to make financial commitments in respect of the committee's aims and objectives and in accordance with Financial Regulations.

4.2 The committee is responsible for managing their spend against agreed budgets.

4.3 In the first year the committee will prepare a work programme and draft budget to be presented to the September 2020 meeting of the Council. Thereafter the committee will prepare a work programme and draft budget for recommendation to the Council in November each year.

4.4 The committee will undertake risk management assessments of any activities associated with the delivery aims and objectives. A copy of any assessment will be sent to the parish clerk.

5 Meetings

5.1 Meetings will take place at least four times a year, on dates to be set by the committee. The dates of committee meetings will be published in May each year.

5.2 The Chair will be responsible for the preparation of agendas and minutes of the committee's meetings.

6 Donations

6.1 All money donated to the Parish Council by Yarnfield Forum will be accounted for separately from the parish council's general fund and will be used exclusively for the delivery of the aims and objectives set out in these Terms of Reference.

6.2 All money raised by the committee through donations and community events will be used exclusively for the delivery of the aims and objectives set out in these Terms of Reference.