

Leigh-on-Sea Town Council

COMMUNITY AND CULTURE COMMITTEE

TERMS OF REFERENCE

- Membership shall comprise of 7 Councillors who shall be appointed at the Annual Council Meeting
- The Chair and Vice Chair of the Committee shall be appointed at the Annual Council Meeting by the members of the Community and Culture Committee.
- The quorum of the Committee shall be three members
- Councillors may join in the year if authorised by the Council

Purpose

To consider and develop all leisure, foreshore and environmental matters relating to the Council's business. Responsibility for all Council premises and assets and for supporting the operation of Leigh Community Centre (LCC) and considering their further development and the development of other facilities

Frequency of Meetings

The Committee shall meet at least six times a year or as and when required

Reports to the Council

Delegated Powers

The Community and Culture Committee shall be delegated to make decisions on behalf of the Council in the following matters:

1. Environment – all matters pertaining to the environment including:
 - Waste and refuse issues in the Town
 - Heritage and public spaces
2. Allotments – oversee the administration, management and maintenance of the allotments and Allotment Societies (under their service agreements) which will be managed by the Town Clerk under delegated powers
3. Leigh Community Centre
 - to receive reports and recommendations from liaison groups such as the Arts Group including the Art Wall and Artist in Residence programme
4. Community Facilities - oversee the management, administration and provision of assts including:
 - skatepark
 - Strand Wharf
 - Paddling pool
 - Street Furniture
5. Finance
 - Submit an annual proposed budget to the Finance and Governance Committee
 - Comply with the Council's Financial Regulations
6. Oversee the arrangement and organisation of seasonal markets
7. Oversee the arrangement of the Council's events programme and promotion of events in Leigh organised by voluntary and community groups
8. Oversee the arrangement and organisation of the Community Transport Programme and Over 60s social club

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9. Liaison, joint programmes, partnerships etc. with other local authorities and bodies e.g. Special Constables Scheme, Youth Club
10. To receive reports from any Council appointed representative to other bodies relevant to the Committee
11. To formulate proposals for major projects for consideration by the Finance and Governance Committee
12. Any other matter which may be delegated to it by the Council from time to time
13. The Committee is authorised to establish Working Groups and Sub-Committees and to appoint advisors as and when necessary, to assist in its work
Working Groups and Sub-Committees shall be chaired by a Councillor
14. Advisors shall have no voting rights
15. The Committee is authorised to agree additional meetings as and when required

Agendas and Minutes will be provided to all Town Councillors and City Councillors representing Leigh-on-Sea Town Council.