

HEATHFIELD AND WALDRON PARISH COUNCIL

COMMUNITY AND BUSINESS DEVELOPMENT COMMITTEE

Terms of Reference

The Community and Business Development Committee reports to full Council and has been set up to research and develop commercial business opportunities, community initiatives and money saving ideas within the Parish. It is also responsible for organising community events.

Membership

The Committee shall consist of Members of the Parish Council including the Chairman and/or Vice-Chairman who shall have full voting rights. The Committee shall invite non-councillor members to join the Committee where they may have expertise to offer on a particular subject however non-councillors shall not have voting rights.

Meetings shall be open to the public unless a Resolution is passed relating to a particular item on the agenda that the business to be transacted is prejudicial to the public interest by reason of its confidential nature or other special reason, which shall be duly recorded.

Quorum

A quorum must comprise at least three voting Members.

Chairman

At the first meeting and thereafter at the first meeting after the Annual General Meeting of the Council, the CBD Committee shall elect from its number a Chairman and Vice-Chairman of the Committee.

Meetings

The CBD Committee shall meet as required, but not less than quarterly, except where otherwise agreed.

Meetings will be supported by the Clerk, or in her absence, by another member of staff.

The Agenda and notice of the meeting will be notified at least 3 clear working days in advance, in accordance with paragraph 2 of Standing Orders.

Minutes of the Committee will be circulated to all Members of the Council and signed by the Chairman of the following CBD Committee meeting.

Purpose

To research, investigate, report and recommend viable commercial business opportunities within the Parish under the terms of the General Power of Competence as contained within the Localism Act 2011.

If appropriate, to research the costs and legalities of creating a Limited Liability Company or CiC to act as a profit-making organisation through which any commercial business may be run, on behalf of this Council and for the benefit of the residents of the Parish.

To research and investigate community development opportunities and to identify areas where existing services are inadequate or unsatisfactorily delivered.

To plan and undertake events for the Community.

Generally, to consider and research initiatives to achieve savings within the Council's areas of activities and to make recommendations to other Committees where appropriate.

Authority

To make recommendations to full Council, as defined above, having regard to the following:

Financial Impact, including full viability assessment and Budget Allocation

Business Plan

Impact (if any) in relation to Risk Management policies

Reputation of the Council

Consultation with residents of the Parish where applicable, in accordance with the Act

Implications under the Crime and Disorder Act 1998 Section 17

H Johnson
October 2019