



## **TERMS OF REFERENCE PROJECTS, COMMUNITY AND ENVIRONMENT COMMITTEE**

<b>Membership and voting:</b>  Minimum 4 Councillors, voted annually by the Town Council. At its first meeting following the Annual Meeting of the Town Council, the Committee shall elect a Chair who will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so.	<b>Quorate:</b>  Three
<b>Meeting Frequency:</b>  4 scheduled meetings. More meetings may be arranged upon request of the Chair if required with the Clerk/Deputy Clerk or Community Projects Officer in attendance.	
<b>Accountability:</b>  The Committee is a Committee of The Council with lawful status and shall function and operate in accordance with The Council's approved Standing Orders Section 4. It has delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to the full council.	
<b>Aims:</b>  Work to promote the town whilst enhancing the area within the Town Council's boundaries for the benefit of the community, businesses and visitors. Work to improve communication with residents, local groups and organisations in the area. To facilitate and support local community and voluntary organisations to promote the health and wellbeing of the town and promote initiatives which support environmental awareness and improvement.	
<b>Roles:</b>  <ol style="list-style-type: none"><li>1. To liaise with local groups, partner organisations and Local Authorities in the planning of events in Knaresborough, providing direction for Officers, Councillors and Volunteers.</li><li>2. To foster and develop relationships between businesses, the community and the Town Council.</li><li>3. To oversee the Town Council's Christmas lighting event – Bright Friday.</li><li>4. To promote and support environmental awareness and initiatives.</li><li>5. To promote floral and planting initiatives.</li><li>6. To protect and preserve local heritage.</li><li>7. To support young people in the community.</li><li>8. Considers Resolutions from appointed sub committees and working groups.</li></ol>	

**Delegated Powers:**

1. To maximise the benefit to the town of any external funding directly or with partner organisations.
  2. To work with partner organisations to improve the health of people in the town.
  3. To work with partner organisations to support the young people in the community.
  4. To review and make decisions on environmental issues, such as the single use of environmentally damaging materials, use of renewable resources etc
  5. Manage the council's youth green grant initiative and award grants under this scheme as recommended by Climate Emergency sub committee
  6. Liaise with the Allotment Associations which manage the town council's allotment sites; review the Allotment Agreements, Allotment fees and make decisions on matters raised by members of the Associations.
  7. Make decisions on scope of floriculture throughout the town
  8. Makes decisions on issues relating to Street furniture
  9. Monitor speed limits in Knaresborough using VAS data
  10. To spend relevant budgeted monies on behalf of the Council.
  11. To make decisions to spend budgeted monies on behalf of the Council in the commissioning and/or purchase of goods and services beneficial to the staging of events and entertainment.
  12. To manage the annual budget for the Christmas Lighting scheme, place orders for works, goods and services within the limitation of the approved annual budget. The Committee must seek approval for any budget changes or increased funds from Full Council or Finance Committee.
  13. Explore sponsorship and other financial support, such as match funding, for events taking place within the Town Council area.
  14. To manage, alongside the Clerk, budgets allocated to individual events.
- Any expenditure above to comply with KTC's Financial Regulations.*
15. Ensure a system for Risk Management and Health & Safety is in place for the areas within its control.
  16. Through the Clerk/Deputy Clerk/Community Projects Officer, the Chair to issue press statements regarding events on behalf of the Council.
  17. Liaise with all necessary amenity groups, Local Authorities and Statutory bodies regarding implementation of signage.
  18. To nominate on behalf of the Council representatives to participate in joint working parties and to represent the Council on external committees in relation to event planning.
  19. To Approve Terms of Reference for Bright Friday, the Castle Area, Emergency Response, Climate Emergency subcommittees.
  20. To manage the use of/hiring out of KTC's trailer stage.
  21. To oversee any items relating to Conyngham Hall.
  22. To oversee any items relating to the River Nidd Bathing Status.

**Agreed by Knaresborough Town Council at its meeting on 12 May 2025**

**Review Date: May 2026**