



**CORFE MULLEN TOWN COUNCIL**  
**TERMS OF REFERENCE**  
**COMMUNITY SERVICES COMMITTEE**

**Purpose**

The Community Services Committee is a Committee of Corfe Mullen Town Council (the 'Council'). Its purpose is to suggest, advise, decide and recommend on all matters concerning the open spaces, amenities, allotments, cemeteries, recreation and general grounds work under its delegated powers, and to make recommendations to the Council on any matters requiring its attention.

**Membership**

The Community Services Committee shall be constituted in accordance with Council Standing Order no. 4 and will comprise of a Chair and Vice Chair plus six other Councillors.

The Chair and Vice Chair term shall be an election to the committee for 12 months from the first committee meeting of the municipal year and shall cease at the following Annual Town Council Meeting.

The Committee shall be appointed by the Council at its Annual Town Council Meeting and shall comprise of eight members. The Chair of the Council shall be a standing member.

Quorum shall be three or at least one-third of its members, whichever is the greater, in accordance with Standing Order no. 4d viii.

**Authority, Powers and Duties**

The Community Services Committee shall have delegated authority from the Council under Standing Order no. 4 to make decisions i.e., by resolution, in accordance with its terms of reference.

All powers shall be exercised in accordance with any Standing Orders, policies adopted, or directions given, by the Council.

Under Standing Order no. 4d, the Community Services Committee shall be authorised to appoint subcommittees and sub-groups, e.g., working parties, for the purposes to be specified by the Committee.

**Responsibilities**

1. To oversee the management of the Council's recreation services, allotments, burial administration, amenity planting, street lighting, street furniture and general grounds work, including play areas, open spaces, recreation ground and chapel, within the limits set out within approved policies, Financial Regulations and Standing Orders.
  
2. To be responsible for and make recommendations to the Council for expenditure within the limits previously approved by the Council in its annual

budget in respect of allotments, amenity planting, cemeteries, recreation, street lighting and vehicles and plant.

3. To note highways matters for information.
4. To prepare annual budget estimates for recommendation to the Finance and Administration Committee in respect of allotments, amenity planting, cemeteries, highways, recreation, street lighting and vehicles and plant.
5. To consider and recommend to the Council action on all public services matters affecting the Parish.
6. To consider government and other consultation documents or national, regional, and local policies and make recommendations to the Council.
7. To approve Accounts for Payment on behalf of the Council.
8. To consider such matters as may be delegated by the Council from time to time.