

Portishead Town Council – Community Matters Committee Terms of Reference	
Name of Committee	Community Matters (formerly Recreation and Works)
Councillor Membership	8 members of the Council Including the Chairman, Vice Chairman, of the Council Other Councillors may attend meetings of the committee, may participate in discussions, but may not vote.
Requirement	Members on the committee must be willing to do research, get involved with specific projects possibly via working parties and provide reports for the committee if necessary.
Terms of Reference	<ul style="list-style-type: none"> • To have delegated authority on all matters of health and well-being that impact the community. • Work with and support organisations to develop and build upon community relationships. • Provide support and consider matters relating to events, arts, activities and initiatives that supports the vision and objectives of the Council. • To consider all matters relating to the maintenance of the Council's physical assets and receive reports from the Clerk on expenditure delegated on those assets within the terms of financial policies. • The Committee will manage, consider and approve community grants in accordance with the council approved grants process policy and authorise payment of grants in accordance with financial policies. • The committee shall have delegated authority to authorise spending within budgets in accordance with financial policies. • The committee will, on behalf of the Council, have responsibility for the Mead Road play area, Underwood play area, Merlin Park skatepark, Heavens Field play area, fitness equipment on the esplanade at the Lake Grounds, Muga at Youth Centre, Open Space Slade Road, War Memorial, *footpaths, *bus shelters, *street furniture, grounds maintenance, Wyndham Way toilets and Portishead Youth Centre. • Allotments – working and liaising with the Portishead Allotment Association (Beach Hill and Lower Down Road), Allotment (North Weston) committee, Gertie Gales Allotment • Encourage the provision and maintenance of Street Furniture and Street art including: - bus shelters, street lighting, notice boards, seats, cycle racks and bins • To deal with relevant matters relating to community amenities and open green spaces • <i>* some are the responsibility of others such as North Somerset Council.</i>
Delegated Powers	The committee is authorised to make decisions on behalf of Town Council with regard to all aspects in the Terms of Reference and within the budget in accordance with the delegated authority in financial policies. Grants can be approved by the Committee within the agreed budget for grants in accordance with financial policies.
Referred Business	Any expenditure outside of budget or the delegated authorities in financial policies must be approved by the full Town Council.
Quorum	3 members of the committee
Frequency of Meetings	Monthly

Approved & adopted	by Town Council resolution of 27 May 2020 & 11 May 2022
Updated	Town Council resolution 21 st July 2021 Town Council resolution 11 May 2022