

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 **in accordance with relevant legislation, Council policies, and best practice guidance.** 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. **Non-councillor members act in an advisory capacity only and may be excluded from confidential items where appropriate**

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. **Public participation shall be conducted in accordance with the Council's Standing Orders.** Committee members are required to read the documentation relating to agenda items prior to attending the meeting.

The Council may vote to disqualify any member of the committee from a meeting or from the actual committee, if it is felt that a particular councillor is disrupting the work of the committee. **Conduct at meetings shall be governed by the Council's Standing Orders and Code of Conduct.**

Quorum

A quorum must comprise at least three voting Members or one third of the Committee members if this figure is higher.

Chairman

At each annual Council meeting, in an election year, members of the Committee will elect, from its number, the Chair and Vice-Chair of the Committee. In a non-election year, the Chair and Vice-Chair of the Committee will be elected at the first meeting of the Committee after the Council annual meeting

Prior to the issuing of the agenda for meetings, the Chair of the Committee will liaise with the Clerical Officer or Clerk over the items to appear on it.

Meetings

The CBD Committee shall meet as required, but not less than quarterly, except where otherwise agreed. Where necessary, and where the law allows, meetings will be held online.

Meetings will be supported by the Clerical Officer, 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 section 3 of Standing Orders.

If a Committee member is unable to attend the meeting they should, where possible, inform the Parish Council office no later than noon on the day of the meeting.

Minutes of the Committee meeting 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.
- **The Committee shall consider risk as part of all decision-making and ensure that appropriate risk assessments are carried out for its activities, in line with the Council's Risk Management Policy.**

Delegated Authority

Authority to manage the Christmas lights and lighting up ceremony

Authority to organise events for the residents that fall within allocated budgets

To manage the CIL budget and agree to make transfers between budgets to allow for the funds to be spent on items that fall under other budgets

Authority to approve publications issued by the Parish Council and to maintain the Town Clock

Delegated powers to propose an annual budget at an appropriate level to ensure the responsibilities of the Committee can be met, to approve expenditure as required

and to manage and monitor budgets via budgetary control reports supplied for each meeting of the Committee

The Committee shall refer to Full Council:

- **Any expenditure outside its approved budget**
- **New projects with significant financial, legal or reputational implications**
- **Policy changes or matters reserved to Full Council**

Working parties

To allow working parties, there must be at least one member of staff and three members of the council, the staff member will play an active part in the working party. The working parties are to report back to the committee at each meeting. Any decisions are to be made by the Community and Business Development Committee or at a Full Council meeting.

F Chalk, May 2026