

Kensworth Parish Council

VILLAGE ENHANCEMENT COMMITTEE TERMS OF REFERENCE first adopted 13.10.2022

Reviewed and amended to v5 08.05.2025

1. CONSTITUTION

The Village Enhancement Committee shall consist of a minimum of four members. The committee is a permanent/standing committee with Members confirmed or appointed at the Annual Parish Council Meeting.

2. VILLAGE ENHANCEMENT COMMITTEE FUNCTIONS

Shall discuss and consider ideas and improvement projects to bring to full council for approval. To collectively assist with progressing, and implementation of enhancements within Kensworth village. The committee shall report on its deliberations, progress, and outcomes at parish council Meetings.

3. MEETINGS

Meetings of the Village Enhancement Committee are ad-hoc arranged when required, publication of the agenda shall provide three clear working days' notice and meetings are open to members of the public. The number of meetings shall be decided by the committee with a minimum of one per annum. A chair of the meeting shall be appointed by the committee in attendance as the first item on the meeting Agenda.

4. QUORUM

A quorum shall consist of a minimum of three members of the committee.

5. MINUTES

Minutes may be taken by a member of the committee in attendance, or the clerk to the council if the services of the clerk have been requested. Minutes shall be provided to the clerk for addition as an agenda item to note at the next available Parish Council meeting. The minutes shall be confirmed and signed for accuracy at the next VE committee meeting. The committee shall report on its deliberations, progress, and outcomes at parish council Meetings.

6. STANDING ORDERS

The Village Enhancement Committee shall function and operate in accordance with the Councils adopted Standing Orders.

7. DELEGATED POWERS

The Village Enhancement Committee in conjunction with the Clerk/RFO, is delegated the following powers:

1. To consider and make recommendation to the Council for enhancement projects including suggested budgets; thereafter to implement decisions.
2. To authorise spend from the approved Village Enhancement earmarked reserves; Single purchases to a maximum of £1000, in conjunction with the responsible financial officer and where sufficient earmarked funds are available. Single purchases above £1000 must go to full Council for approval at the next Parish Council meeting and before orders are placed by the clerk.
3. To monitor the expenditure of the Committee to ensure projects remain within budget, in conjunction with the responsible financial officer.
4. To set up Working groups to assist in its work.
Having non-members involved is encouraged, which may provide further expert and / or community input into council decisions on local matters of interest.
Spend authorisation shall not form part of any non-member / working group functions and shall remain solely with the appointed members of the Village Enhancement Committee in conjunction with the responsible finance officer, and full Parish Council in accordance with the limits detailed.

8. RISK ASSESSMENT

The Committee shall consider and draw up its project Risk Assessments where appropriate and in conjunction with the clerk.