**Duston Parish Council: Terms of Reference for Standing Committees**

**1) Name of Standing Committee:** Engagement and Environment Committee

**2) Membership**: The Committee comprises of no more than 8 councillors. The quorum for the Committee shall be the 3 councillors. Membership of the committee will be decided at the Annual Meeting of the Parish Council.

**3) Chairman:** The Committee shall at its first meeting following the Annual Council, before conducting any business, elect a Chair for the year. The Committee may, if its wishes, elect a Vice-Chairman.

The Chair or other nominated Councillor will report to Full Council on the Committee’s decisions and recommendations.

**4) Voting:** Decisions will be taken by a majority vote. In the case of an equal vote the Chairman shall have a second or casting vote.

**5) Meetings:** – As per the meeting calendar or as considered necessary by the Chair.

**6) Power to Spend:** The Committee shall have authority to authorise expenditure from budgets allocated to the Committee by Full Council.

**Delegated Responsibilities:**

1. To oversee and monitor publicity, tourism, entertainment and events

2. To oversee venue hire for the Community Centre, St Lukes and any other venue and to provide oversight of the contract for the Sports Centre

3. To support economic development and promotion of the Parish

4. To make recommendations to the Council on the formulation of any policy or strategy in relation to the discharge of its role and function.

5. To discharge all other aspects of its role and functions in accordance with relevant legislation, any policy or strategy relating to the function approved by the Council, and only within the budget provision made by the Council.

8. To vire expenditure within its own budget and to recommend to the Finance and General Purposes Committee such other virements and carry overs as the Committee considers appropriate.

9. To oversee management of trees, gardens, parks and fields – grass and hedge cutting, general maintenance.

10. To oversee war memorials

11. To oversee playgrounds, parks and green spaces

12. To provide oversight of the Council’s Social Media accounts and communications (including all newsletters’ and websites).

13. 7. The Committee shall have the power to recommend to Full Council the setting up of working groups as and when appropriate to further the tasks as identified above. These groups shall then report to the Committee on a regular basis or as specifically instructed. The Chair of the Engagement and Environment Committee will, in turn, update the Full Council on the progress of the working group in their report.