

## **Bourton on the Water Parish Council**

### **Youth & Wellbeing Committee Terms of Reference**

The Youth & Wellbeing Committee has the power to make decisions on behalf of the Council as set out below, and to spend/manage the Committee's annual budget as approved by Council:

Number of Seats:	6
Chairman:	To be elected from the Committee
Quorate:	Minimum of 3
Term of Office:	1 year
Meeting frequency:	monthly
Budget:	As approved annually by Council

#### **RESPONSIBILITIES**

- a) To maintain in good order the recreation grounds, Youth Club and Health & Wellbeing.

#### **DUTIES AND POWERS**

- b) To manage, monitor and spend sums in the approved Committee budget subject to the Committee's minuted decision
- c) With due regard to Health and Safety legislation to identify and assess any risks associated with the Committee's remit and, where needed, identify and instruct mitigating actions
- d) To make the relevant decisions on behalf of the council, for the overall responsibility of the above, and when felt appropriate, to refer matters to full Council for approval.
- e) Power to authorise correspondence that will not, in itself, result in Council expenditure or bind the Council to any course of action, except for that already approved or provided for in the annual budget.
- f) Power to exercise the Council's statutory powers and duties in relation to the provision of Youth & Wellbeing.
- g) To present minutes to Council after each Committee meeting and to report, in the interim, regarding emergency approvals as and when required
- h) To consider and agree projects/activities on an annual basis
- i) To prepare by October in each year project and budget proposals for the following financial year, for Council's approval

22<sup>nd</sup> January 2020