



CHAPEL-EN-LE-FRITH PARISH COUNCIL

Terms of Reference Regeneration & Communications Committee and Amenities Facilities

The Regeneration & Communications Committee is responsible for the management of

- the Council's Regeneration budget and any external regeneration funding, and
- the Council's Communications budget and any external communications funding.

Delegation

1. The Council has delegated powers to the Committee to spend within the agreed budget heads. (There is no provision delegated for virement between budget heads, which instead must be agreed by the full Council.)
2. The Council may ask the Committee to issue public statements (e.g. press releases). To aid efficient communication, such statements may be agreed informally (e.g. via email) by the Chair and members of the Committee without calling a committee meeting. All statements must be approved by the Clerk before release.
3. The Parish Council will review these Terms of Reference annually.

Procedures

1. The Committee will operate within Chapel-en-le-Frith Parish Council's Standing Orders.
2. At the first meeting of the Committee after the Annual Meeting of the Council, it shall elect a Chair and Vice-chair for 12 months.
3. The Committee will submit a draft budget and/or project considerations for the forthcoming financial year for inclusion in the budget setting process, to the Finance Committee.
4. Should the Committee wish to co-opt non-voting members this will be subject to approval by the full Council.

Meetings

1. The Committee will meet at least 6 times per year.
2. At least four members of the Council will be members of the Committee. The quorum shall be three Councillors or one-third of the appointed members of the Committee, whichever is the greater.
3. There will be an agenda item allowing the public to speak, close to the start of each meeting.

The functions of the Committee are:

1. To oversee the management of the Council's Regeneration and Communications budgets. (But any funding from external sources will be held by the Parish Council.)
2. To liaise with High Peak Borough Council in respect of the regeneration grant.
3. To oversee the shopfront scheme in the parish.
4. To work other Town and Parish Councils and organisations.
5. To identify capital projects and make recommendations to the Full Council.
6. To support local businesses.
7. To promote tourism in the Parish.
8. To liaise with local community groups, and help them to promote events.
9. To publish and distribute printed and online material.
10. To continually improve the Council's website.

11. To oversee the Council's social media presence.
12. To improve the Council's branding and design.
13. To approve public statements, including statements to the press.
14. To encourage public participation in the Council's meetings.
15. To oversee the management of all Parks and Open spaces owned or managed by the Council.
16. To consider a rolling programme of improvement and refurbishment of play equipment and to ensure that safety inspections are carried out monthly, with any concerns being actioned.
17. To oversee the operation of the ground maintenance, including the purchase of equipment.
18. To receive reports of Health and Safety inspections.
19. To oversee allotment provision in the Parish and undertake an annual inspection of allotment sites.
20. Consider capital projects for the improvement of any Parks and Open Spaces and submit these to the Finance Committee.
21. Have responsibility for the maintenance and management of the following Councils assets:
 - War Memorials
 - Buildings in the Memorial Park and the Bowling Green
 - Dove Holes Allotments
 - Courses Allotments
 - Leys Allotments
 - Bus Shelters
 - Public Seats
 - Notice Boards
 - Nanny's Well
 - Street Planters and hanging Baskets
22. To provide public Christmas trees around the Parish and arrange lighting ceremonies.

Agreed: October 2023

Reviewed: July 2024
May 2025