



Mayfield and Five Ashes Parish Council

Community Development Advisory Terms of Reference

1. Principles

- 1.1. To give advice and proposals on all Community Development issues affecting Mayfield and Five Ashes Parish. To note and comment on the Wealden District Council Community Policy issues and to take into account residents' suggestions, comments and concerns
- 1.2. The Committee is of Advisory status
- 1.3. It will meet four times per year or as summoned by the Clerk.
- 1.4. It will consist of up to five Councillors, one of which will be the Committee Chairman. The Chairman of the Full Council will be a member in an ex officio role.
- 1.5. There will be up to four lay members selected from residents. Lay members shall only have delegated voting rights on the appointment of the Committee's Chairman and its lay members.
- 1.6. A quorum will be three Committee members
- 1.7. Any Member of the Parish Council can be called upon to be a Substitute Member for a meeting should it not be possible to form a quorum or if a conflict of interest results in the meeting becoming inquorate.
- 1.8. Members of the Community Development Committee will inform the Clerk a minimum of three clear days prior to a meeting should they be unable to attend and secure a Substitute Member to ensure the meeting is quorate.
- 1.9. It will be accountable to the Full Council and for Finance issues to the Finance and General Purposes Committee.

2. Duties Of The Community Development Committee

- 2.1. The Committee will give advice and make proposals on community development issues affecting the Mayfield and Five Ashes Parish Council area.
- 2.2. The Committee will make comments in support or otherwise to assist the decision making process of Wealden District Council on Core Strategy issues.
- 2.3. The Committee will outline policy for the maintenance and management of Court Meadow
- 2.4. The Committee will outline policy and actions to enable the Clerk to administrate the functions outlined below.

3. Functions

- 3.1. The functions of the Community Development Committee are:
 - To produce the Mayfield and Five Ashes village statement for the next twenty years.
 - To identify and develop support for local community services.

- To consult with residents over issues for consideration for inclusion in the annual parish budget.
- To oversee the function of Court Meadow management.
- To oversee and manage the function of the High Street telephone kiosk
- To support the health and vibrancy of the High Street
- To oversee the Council's emergency plan

4. Relations

- 4.1. An audio recording of Community Development Committee meetings will be retained by the clerk at the discretion of the Committee Chairman.
- 4.2. The Clerk will attend all meetings of the Community Development Committee and will advise on any matters that the Committee may need to discuss.
- 4.3. The Clerk or an appointed Committee member will carry out all actions of the Committee and report progress on a regular basis.
- 4.4. The Clerk as RFO will carry out the financial policies and budget of the Committee.

5. Public Attendance

- 5.1. The public are invited to attend all meetings of the committee and are advised that meetings may be recorded at the Chairman's discretion.
- 5.2. Ten minutes will be available for public questions on relevant matters on the meeting agenda. This can be extended to a maximum of 30 minutes at the Chairman's discretion.

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