

## TENTERDEN TOWN COUNCIL - TERMS OF REFERENCE

<b>Sub-Committee name:</b>	Participatory Budgeting
<b>Standing Committee:</b>	Finance & General Purposes
<b>Membership and appointment:</b>	<p>Membership is to comprise –</p> <ul style="list-style-type: none"><li>(a) any Councillor appointed by the F&amp;GP Committee for the period of one year and</li><li>(b) other Councillors and non-Councillors co-opted by the Sub-Committee for a period of up to one year</li></ul> <p>The Sub-Committee must comprise no less than four Councillor members.</p>
<b>Chairing:</b>	<p>The Sub-Committee shall elect its own chairman at the first meeting on the basis of a vote by the majority of Sub-Committee members in attendance. In the absence of the chairman at subsequent meetings a temporary chair will be elected in the same manner.</p>
<b>Frequency of meetings: and quorum:</b>	<p>The Sub-Committee shall meet</p> <ul style="list-style-type: none"><li>(a) as often as it deems appropriate to keep abreast of developments relating to its functions and delegated authority</li><li>or</li><li>(b) on the advice of the Standing Committee</li></ul>
<b>Quorum:</b>	<p>Half of the named members, but with no less than 3 voting Councillor members.</p>
<b>Record of meetings:</b>	<p>A member of the Sub-Committee shall be appointed at each meeting of the Sub-Committee itself (by majority vote of the members of the Sub-Committee in attendance) to take the minutes of that meeting. Such minutes shall be made publicly available, unless</p> <ul style="list-style-type: none"><li>(a) the information therein is of a commercially sensitive nature</li><li>or</li><li>(b) doing so would constitute a breach of data protection law</li></ul> <p>Where the Sub-Committee is involved in meetings with third parties and no formal minutes are taken, a member of the Sub-Committee shall report to the Standing Committee on the discussion and the outcome of the meeting. The committee shall decide whether the whole or any part of any such report shall be treated as confidential.</p>
<b>Reporting mechanism:</b>	<p>The Sub-Committee shall report to the Committee as often and in such manner as the Sub-Committee deems appropriate in order to keep the Committee informed of progress, and also on request by the Committee. Such reports shall be publicly available unless the Committee or</p>

the Council decides otherwise under Standing Order 3d

**Functions &  
delegated  
authority:**

The role of the Sub-Committee is to –

- Recommend Eligibility criteria for projects
- Calculate the amount available for PB (in accordance with the decision already made) when the amount of the Tent1 sale proceeds is known
- Suggest a projected timetable for the process
- Organise the initial public meeting and arrange to keep the public updated on progress
- Appoint 3 councillors to the task group, when formed, to represent the council there and appoint members of the public
- Make recommendations to council

### Agenda Item 8b – Expressions of Interest (Participatory Budgeting)

The following applications have been made for funding under the Participatory Budgeting scheme:

<b>Organisation</b>	<b>Project</b>	<b>Amount</b>
St Mildreds	Re-ordering	Unspecified
St Michaels Church	Footpath	£5-6,500
Day Centre	Vehicle for Community Meals Service	£31,500
Cricket Club	Relaying of Wickets and Pitch Drainage	£39,390
Museum	Arts & Culture Project	£20,000
Methodist Church	Repairs to church and Pipe Organ	Unspecified
Leisure Centre	Extension and improvement of facilities	£50-70,000*
Scout Group	Work on the hut	Unspecified
St Michaels V.H.	Modernisation of the Hall	£40,000
TODS	Lift at Town Hall	Unspecified**
Tenterden Youth Club	Flooring	£25,000

\*A loan may be considered in place of or in addition to grant funding

\*\*Likely to be considered as part of Town Hall re-ordering

**Total of known amounts £232,390**