



COMMUNITY ENGAGEMENT COMMITTEE

TERMS OF REFERENCE

Membership of Committee

- Eight Town Council Members shall be appointed to the Community Engagement Committee at the Annual Meeting of the Town Council.
- Up to two Co-opted members of the public may be appointed during year with Town Council approval. These persons do not have a right to vote or to move or second a motion.
- The Chairman and Vice Chairman of the Council are ex-officio members of all meetings.
- Four members shall constitute a quorum for meetings.
- Non-Committee Members may attend Committee meetings and speak at the Chairman's discretion but not vote.

Frequency of Meetings

- The committee shall meet at least 6 times per municipal year.
- All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

Decision/Delegated Powers

The Committee has delegated authority to:

- Implement and manage Town Council and partner led events; making recommendations to Council when required.
- Plan and oversee consider all aspects of event management including health and safety requirements, road closures and notification to the Safety Advisory Group.
- Monitor and review each event following its conclusion.
- Organise the annual Christmas celebration including festive lights.
- Promote inclusive decision making and community supported projects across the town.
- Formulate and recommend a revenue and capital budget request for the next financial year, including event charges (e.g. vendors, funfairs, catering) to the Governance & Resources November meeting.
- The Committee has delegated powers to spend within budget, other requests will be forwarded to the Governance & Resources Committee.
- The Committee is authorised to establish time expired sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.

Community and Consultation

- Oversee the Council's communication and consultation activities, including website management, social media and public surveys.

Awards

- To seek nominations and decide on winner of the Citizens Award scheme – to be kept confidential within committee until the Annual Town Meeting, when award presentations will take place.
- Delegated authority is given to the Town Clerk, Democratic Services Manager, and the Community Engagement Officer to take decisions on the arrangements for council events.

Adopted at the Town Council Meeting of 7 May 2025