

TERMS OF REFERENCE

1. **STANDING COMMITTEE:** Community Engagement
2. **POWER TO DECIDE:** The Community Engagement Committee is a committee of, and shall operate within, the Standing Orders adopted by East Hunsbury Parish Council. This is a Standing Committee with delegated powers to decide.
3. **POWER TO SPEND:** In accordance with allocated Community budgets (including Community Engagement, Youth and Seniors), and the adopted Financial Regulations of the Parish Council. This Committee is responsible for setting the budget for Community Engagement and submitting to full council for inclusion in the budget process.
4. **MEMBERS:** There will be a minimum of 4 members.
5. **QUORUM: 3**
Membership of the committee will be decided at the Annual Meeting of the Parish Council (or next appropriate meeting of the Council). Co-opted councillors will be given the opportunity to join the committee within a reasonable time of joining the council.
6. **CHAIR:** The Chairman is elected by the Committee as the first order of business on the first Committee meeting after the Annual Meeting of the Parish Council.
7. **MEETINGS:** At least three times per year or at other times as considered necessary by the Chairman.
8. **DELEGATED RESPONSIBILITIES:**
 - To set the budget for Community Engagement which will be notified to Full Council for inclusion in the budget setting procedure. The budget shall be set according to the detailed list of activities and events for the year ahead produced by the Community Projects Officer in consultation with the Clerk and the committee.
 - It is the responsibility of the Chairman to provide a brief summary report of the meeting to the next Full Council meeting if required.
 - If a Councillor is present at a Committee Meeting that they are not a committee member of, they may be invited by the Chairman to join in a discussion on an agenda item, but cannot vote.
 - Community representatives can form part of the committee if required but have no entitlement to vote.



- Public shall be permitted to attend a meeting of this Committee, but there is no public session and members of the public will not be permitted to participate.
- Sub-committees, working groups and councillor liaisons can be agreed for specific purposes and events.
- To have a vision and strategy to engage the local community in the work of the Parish Council, which may include, but is not limited to:
 - Provision of youth services;
 - Provision of the Seniors Club;
 - Use of parks and open spaces (but not the maintenance thereof);
 - Consultation on proposals made by the Parish Council;
 - Volunteering opportunities to include projects to tackle litter and speeding;
 - Support for local organisations with their community initiatives;
 - Community events which should include at least one event each year for local residents to attend;
 - Establishment of East Hunsbury Life, an initiative to engage, inform and create a sense of belonging in our community;
 - Such other similar matters as may be referred to it by Council.