



## **Community Development Committee Terms of Reference**

### **Background**

This Committee is responsible for overseeing community development and engagement activities in the Parish. It will help the Council to develop strategic partnerships, produce professional marketing & publicity activities, deliver projects and events to benefit the wide range of residents in the Parish. Using strategic partnerships, this Committee will help the Council to work with the younger adults in the community, as well as those most vulnerable in the parish. It will also oversee external grant funding applications and the Council's own Community Grant Scheme.

### **1. Delegation**

- 1.1 Haydon Wick Parish Council (the Council) agreed to adopt the Community Development Committee at Full Council on 27<sup>th</sup> April 2021.
- 1.2 The Council will consider renewing these Terms of Reference as required.

### **2. Membership**

- 2.1 The membership shall consist of a maximum of ELEVEN members comprising Councillors and/or non-Councillors with voting rights (except when discussing contractual or budgetary implications).
- 2.2 Councillors shall be elected each year at the Annual Parish Council Meeting. This includes the Chairman and Vice-Chairman as Ex-Officio members with no voting rights unless they are an active member of this committee.
- 2.3 At the risk of being inquorate the Chairman and Vice Chairman, as Ex-Officio members, will be asked to attend – with voting rights.

- 2.4 Any vacancies which occur during a Council year will be filled by seeking nominations from the Full Council.
- 2.5 The quorum of the Community Development Committee will be THREE voting members.
- 2.6 Non-voting members will represent the Council's community partnerships to include representatives from schools, police, and local businesses.

### **3. Procedures**

- 3.1 The Committee will operate within Haydon Wick Parish Council's Standing Orders, Financial Regulations and all the relevant legislation for local government.
- 3.2 At the first meeting of the Committee it shall elect a vice chairman for this Committee for the forthcoming year from amongst its appointed membership. The Chairman and Vice Chairman may be re-elected.
- 3.3 The Committee will agree all minutes of meetings to the next appropriate meeting of the Community Development Committee.
- 3.4 The Committee will submit a draft budget to Council for consideration for the forthcoming financial year by the preceding December at the latest.
- 3.5 The Clerk to the Council or an appointed Officer will provide administrative support for the Committee.

### **4. Meeting Dates**

- 4.1 The schedule of the times and dates of programmed meetings for the year shall be agreed by the Full Council.
- 4.2 The Committee shall meet in the Council Chamber, Council Offices, Thames Avenue, Haydon Wick SN25 1QQ unless otherwise agreed, or blended/remotely, if and when legislation permits.

### **5. Committee Functions**

The Committee shall:

- 5.1 Promote closer working relations and develop partnerships with Swindon Borough Council, Swindon Parishes, other relevant statutory bodies and local clubs, organisations and societies.

- 5.2 In conjunction with the appropriate Committee, to develop community engagement, cultural and civic events to encourage community cohesion and inclusivity.
- 5.3 Act in an advisory capacity to the Full Council regarding community development opportunities and public consultations to assist in the engagement with parishioners, voluntary bodies, statutory bodies, sponsors and the press.
- 5.4 Use strategic partnerships to work with the younger adults in the community, as well as those most vulnerable in the parish.
- 5.5 Develop and implement strategic marketing and communications methods to present the Council professionally to both an internal and external audience.
- 5.6 Actively pursue sponsorship and funding opportunities to further enhance the Parish and community services.
- 5.7 Authorise grants and payments to persons, bodies and organisations within the Parish provided they meet the criteria as set out within the adopted Community Grant Scheme.
- 5.8 Monitor the activities of all Committees and Councillors to ensure compliance with the communications and media policies advising the Council of any breaches.
- 5.9 To monitor and develop the Community Transport scheme to ensure future sustainability for the service.
- 5.10 Working with the Parks & Open Spaces Committee to develop the Council's volunteer network and events.
- 5.11 Working with the Parks & Open Spaces Committee to develop the Council's memorial bench policy and installations.
- 5.12 Assumes the role of the Communications & Editorial Working Party for the Haydon Wick Living magazine and/or any successive or new publications.
- 5.13 Monitor the Council's Community Engagement budget to include art and cultural promotions, appropriate cultural and civic events held on the Parish Council's properties and open spaces.
- 5.14 To work collaboratively with the local Police, where appropriate, to ensure that Parish remains a safe place to visit, work and live.
- 5.15 Has delegated authority to sign off budget expenditure (for Community Development, Newsletter, Community Bus, activities only) up to £5,000. Any exceeding this amount must be recommended to Full Council before proceeding.