



Theale Parish Council

Community Engagement Committee - Terms of Reference

1. Scope of work

The Committee's purpose is to consider all matters pertaining to the community of Theale, including relationships with residents, business, and local organisations and groups.

The Committee will engage with the community and raise the profile of the Committee work carried out by the Council. Opportunities will be made available to the public to share skills and contribute to the Committee.

2. Delegated Powers

The Committee do not have delegated powers and all recommendations will be presented to Full Council for approval. The Committee is responsible for the following:

- To regularly communicate with the residents of Theale, local businesses, local organisations and local groups to build good relationships and communications, improve social and community cohesion, and to raise the profile of the Council.
- To produce a community engagement report for the Annual Parish Meeting each March.
- To draft an annual community engagement budget to be presented to the Clerk and Finance Committee each November to consider and include in the annual budget for the following financial year.
- To consider all health and safety aspects in relation to the work of the Committee and ensuring that all relevant risk assessments are in place and reviewed annually, including those for events.
- To determine the Council's Events Programme for the coming year, ensuring the programme caters for a wide range of tastes, abilities, differing age ranges, and appeals to both residents and visitors.
- To lead on the provision and support of community services, facilities and events including arranging and overseeing community events.
- To carry out the Council's Communications Strategy and review the strategy annually.

- To oversee the Council’s publicity, including social media presence, press releases, posters, and articles.
- To ensure community related policies are in place and are reviewed annually, including the Social Media and Online Policy.
- To oversee the Council website content ensuring it has up-to-date and relevant information, including sign posting to relevant support services and organisations that are of benefit to residents.
- To source and apply for any relevant community grant funding in conjunction with the Clerk.
- To lead on the development and implementation of suitable strategies, policies and programmes for community health, wellbeing, social cohesiveness, youth and age friendly.
- To ensure the design and delivery of Council functions and services are accessible to all residents.
- To work towards ensuring that all Council communication reaches all residents, encourages residents to attend meetings, be involved in community events, and two-way communication.
- To arrange, oversee, and attend councillor surgeries where necessary, including walkabouts.
- To understand residents and organisations opinions and expectations of the Council.
- Oversee the Council branding, including the logo, stationery, any crest, and creation / maintenance of branded templates.
- To support local tourism initiatives to promote Theale.
- To consider entering into partnerships (including consultation with other councils, local organisations and communities) as appropriate in order to achieve a collaborative and effective approach to delivering services to the community.
- To work collaboratively with the local Police, where appropriate, to ensure that Theale remains a safe place to visit, work, and live.

All powers are to be exercised in accordance with the Standing Orders, and direction given from Full Council.

3. Membership

The Committee members will be appointed annually at the Full Council Annual Meeting in May, or at a Full Council meeting during the year if needed. A Chair and Vice-Chair is to be elected at the Annual Meeting or at the first meeting of the Committee following the Annual Council Meeting. All serving Councillors may request to be appointed to the Committee.

The committee should consist of a minimum of 5 members and a maximum of 7 members to ensure a quorum and a range of skills and experience. There is no limit of non-Councillors being part of the Committee but in order to have efficient and effective meetings no more than 2 is recommended.

4. Quorum

The quorum of the Committee shall be a minimum of 3 voting members.

5. Voting Rights

Only councillors who have been elected to be on the committee will have voting rights.

6. Public participation

Members of the public will be invited to committee meetings regularly via platforms such as Facebook, the Council website, Council noticeboards, and the Theale newsletter. All meetings to have a published agenda.

Members of the public can be a member of the Committee but will not have voting rights. Appropriate persons can be invited to attend meetings where applicable.

The public only have the right to speak at the Committee meetings in the public participation section, or if invited to do so by the Committee Chair. There will be an item towards the start of each meeting for an 'open meeting' where the public can make representations to the Committee on the business to be transacted.

7. Meetings

Meetings are to be held at least quarterly, or as and when required if matters need a decision before the next meeting is scheduled. Where possible, a schedule of meetings and community topics to be scheduled and circulated to Members and the public.

The Clerk will ensure that an agenda is published for each meeting giving at least 3 clear working days' notice.

The Clerk will ensure that minutes are taken for each meeting and published appropriately. The draft minutes will be circulated to all committee members for approval at the following meeting.

All committee meeting minutes and any recommendations are to be presented to the next Full Council meeting for ratification.

**Adopted at the Full Council meeting held on 07.11.22
Review date: Nov 2023**