

COMMUNITY SERVICES COMMITTEE TERMS OF REFERENCE

Seven members

- (a) Dealing with all aspects of community engagement and communication, the Council's community events programme and information services generally, including the management and control of all related budgets;
- (b) To consider the provision of community events of the widest possible appeal and accessibility, organised by the Council or in partnership with other organisations, and to establish an annual programme of such events;
- (c) To manage and organise the Council's civic events programme with the proviso that any material changes or new dates being added in will be referred to the Finance and General Purposes Committee and the Town Council for decision, this including any proposals for a Bun-Throwing Ceremony;
- (d) To be lead Committee for all aspects of the Council's Markets service/provision, including use of the Market Place;
- (e) To organise the Council's annual summer events (Fun in the Park and Music in the Park);
- (f) The consideration of financial grants to organisations through the Community Grants scheme;
- (g) To liaise with local voluntary organisations regarding the development of community services;
- (h) To consider initiatives to encourage tourism within the town;
- (i) The organisation of any civic/ Town Council-organised twinning activities;
- (j) Managing the production of Town Council publications including the publication of the Town Crier, the official Town Guide, other promotional material;
- (k) To consider an annual rolling publicity and communications plan every six-months;

- (l) The development, management and operation of the Council's website/portal, and
- (m) To make recommendations to the Finance and General Purposes Committee regarding staffing requirements relating to the staff primarily engaged undertaking the Committee's work.

Sub-Committees:

The Committee will appoint, at its first meeting each Council year, the following Sub-Committees to assist the Committee in the efficient exercise of its powers. The majority of the members of these sub-Committees should be appointed from the membership of the Community Services Committee:

- Summer Events (5 members).