

TERMS OF REFERENCE AND DELEGATIONS

Community Committee

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Community Committee

As agreed by the Town Council on 28 July 2021

- i) **Membership:** Seven Councillors plus the Mayor and Chair of Finance, Governance and Asset Management (*ex officio*)

- ii) **Committee Purpose:**
 1. **Strategic:** to work with community partners to support those who are vulnerable and in need and to create opportunities to increase social inclusivity
 2. **Operational:** agree performance standards for identified functions set out below and periodically review process efficiency and operational performance against those standards.
 - a. Oversee all aspects of community engagement and communication, the Council's community events programme and information services generally, including the management and control of related budgets, the County Hall Museum service and the Guildhall Historic Buildings.
 - b. Civic and Mayoral Services
 - c. Christmas lights;
 - d. Fairs.

- iii) **Specific Delegations**
 1. Develop and subject to Council approval, implement a workplan aimed at meeting the committee's strategic objective through;
 2. Dealing with aspects relating to the effective management and operation of the County Hall Museum and the Guildhall Historic Rooms;
 3. To oversee museum service policies, approve service programmes of work, monitor performance and take decisions in respect of the County Hall Museum and the Guildhall Historic Rooms;
 4. To oversee an effective programme of events at the County Hall Museum in conformance with approved trading/letting policies;
 5. Working in partnership with public sector, private sector and third sector bodies in fulfilling the Council's functions and enhancing the local economy to enable local business to contribute to town life;
 6. Lobbying infrastructure actors and providers in respect of Abingdon priorities relating to the strategic objective.

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7. To scrutinise the objectives and policies of the Council to ensure that, as far as is practicable, services are inclusive of all sections of society, and are free from any discrimination or prejudice.
8. 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 which can demonstrate that they contribute to delivery of strategic objectives
9. To consider community safety matters, including liaising with other authorities regarding matters including policing, neighbourhood warden schemes and CCTV. As part of this process, the town council part-funded PCSO should be invited to attend and report to this committee every six months.
10. 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 Council for decision, including any proposals for a Bun-Throwing Ceremony;
11. To be responsible for all aspects of the Council's Markets service/provision, including use of the Market Place and the annual Fairs;
12. Consideration of financial grants to organisations;
13. To liaise with local voluntary organisations regarding the development of community services;
14. To oversee the operation of the information Centre and shared reception with Oxfordshire Registration Service for the benefit of residents and visitors;
15. The organisation of any Council twinning activities;
16. Oversee external communications through a multimedia strategy to include the Town Crier and other publications, the website, social media, noticeboards, emails, press releases and public contact.
17. To consider an annual rolling publicity and communications plan every six- months;
18. To oversee brand management, style guides and key messaging of the council
19. To ensure there is an effective internal communication strategy
20. Oversee council's contribution to Children and Family support and work with stakeholders to provide services to benefit families with young children (Heather might be able to suggest a good wording for this point)
21. Work with other stakeholders to maximise the provision for youth services within Abingdon.
22. Support and liaise with Abingdon Youth Voice
23. Identify opportunities to support work with elderly residents.

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24. Identify opportunities to support work vulnerable or marginalised residents
25. Consider ways to engage with all residents, including those not presently engaged with services; to be aware of barriers to participation and creative in overcoming these; be aware of economic disparity between residents and responsive to differing needs.