

COMMUNITY COMMITTEE - TERMS OF REFERENCE

1. The Community Committee is constituted as a Standing Committee of Sherfield Park Parish Council
2. The Committee composition shall comprise of a minimum of three Councillors as voting members with three members of the Committee constituting a quorum.
3. The Committee's role is to:-
 - Establish practical and up-to-date methods of communication that enable a good working dialogue with members of the local community, and appropriate outside authorities and other agencies, to ensure the effective discharge of Committee tasks and responsibilities.
 - Generate and actively support well considered ideas for creating and maintaining local amenities, i.e. those judged likely to improve the quality of life for those living on Sherfield Park.
 - Similarly, solicit the views and voluntary support of all members of the Community and seek new ideas (from wherever) for improving and maintaining the infrastructure and local environment and by identifying relevant quality of life issues for Committee/Community action.
 - Where parish council budgets allow, prosecute projects and programmes to an agreed and published action plan and provide regular updates to ensure the Parish Council and local residents remain well informed.
 - Organise, run and facilitate fundraising and other inclusive (fun) events designed to raise a wider awareness and interest in building the Community by helping to further develop community spirit.
 - Identify a councillor to lead on any chosen event.
 - Actively encourage the involvement of all members of the community (whether young or old) to engage in organising and supporting local events.
 - Encourage and welcome constructive feedback on Committee achievement.
4. The Committee investigates work and services within the limitations of the approved annual budget of the committee. The committee shall be able to approach Full Council for increased funds should it become necessary to discharge its duties, however funds are not to be automatically granted.
5. The committee can investigate new facilities within the Parish, e.g. new play areas but to seek approval at full council and proposals and costs must be within the agreed budget.

6. All correspondence and placing of orders shall be conducted through the Clerk of the Parish Council who acts as Secretary to the Committee.
7. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to members of the Parish Council.
8. The Committee will meet every quarter. All Working Parties covering specific projects will report regularly to the full council.
9. Additional extraordinary meetings can be called by the Chairman or by the Clerk regarding urgent items or if it should be deemed necessary to do so, with a minimum of 3 days clear notice given.
10. Membership of the Community Committee is reviewed and voted on annually at the Annual Meeting of Sherfield Park Parish Council.
11. At the first meeting of the Community Committee following the Annual Meeting of Sherfield Park Parish Council the Planning Committee will elect the Chair and Vice Chair before any other business is conducted.
12. These Terms of Reference for the Community Committee shall be reviewed annually at the Annual Meeting of Sherfield Park Parish Council.