

1. Terms of Reference common to all committees.

- 1.1. All meetings of Parish Council committees will be convened in accordance with the Parish Council's Standing Orders.
- 1.2. Committee agendas and minutes will be structured and formalised by the Clerk/Officer in discussions with the Committee Chair and meetings will be minuted by a delegated officer of the council.
- 1.3. The rules of a committee are supplementary to and do not override the Parish Council's Standing orders or financial regulations
- 1.4. Cllrs can be members of one or more committees and the Council's Chair and Vice Chair are ex-officio members with voting rights.
- 1.5. Committees may authorise expenditure or amend fees provided the decision is consistent with the responsibilities of the committee and within the budget set for that activity or within any additional budget for work authorised by full council during the financial year.
- 1.6. Minutes will be circulated to all council members and will be presented at full council for agreement. Agreement is given to acknowledge that the decisions have been reached within the powers delegated to that committee
- 1.7. In a normal year Councillors shall indicate their preferences for Committee Membership in advance of the Annual Parish Council Meeting, and the list of potential members will be circulated with the agenda of that meeting. Membership of all the committees will be as decided at the Annual Parish Council Meeting each year. The committee shall be subject to a quorum of half of its members or three whichever is the greater. If a committee or subcommittee is created outside of this period, membership will be authorised by full council. Any Cllr joining Council after this will be considered for a committee by Full Council.
- 1.8. A substitute member may be nominated and appointed to a committee or subcommittee if an ordinary member cannot attend and the meeting may be inquorate without that substitute.
- 1.9. The chairman and vice chair of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting or agreed at a subsequent full council meeting. Until a new chairman is elected, the chairman from the previous year retains that office.
- 1.10. Parish Councillors not on a committee may attend meetings but cannot vote, they assume the same standing as a member of the public. If they have points, they wish to include they are encouraged to email the Chair and Clerk directly 48 hours before the meeting
- 1.11. The press and public may be excluded from committee meetings if their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion shall be by a resolution which shall give reasons for that exclusion.
- 1.12. Committees may create advisory groups or working groups to deliver a specific objective. These groups will work within an agreed brief. These groups will be wound-up at the completion of their task.
- 1.13. Committees may create sub-committees. These may consist of councillors and non-councillors with equal voting rights. Advertising the time and place of the sub-committee will be at the discretion of the members but is not required as the public do not have an automatic right to attend. Sub-committees may make such decisions as have been delegated to them, but these decisions will be reported to the responsible committee.
- 1.14. The meeting calendar will be agreed annually.
- 1.15. Committee budgets will be derived through the agreed annual budget for the business-as-usual elements .
- 1.16. Delegated powers will be defined with a scheme of delegation to be confirmed at the Annual Parish Council meeting .

2. Terms of Reference specific to Community Services Committee

2.1. Purpose This committee will deal with the Community programme event, community engagement, community environment and the Communications required to carry out GLPC Community Services effectively

2.2. Distinct areas of responsibility

- 2.2.1. Community services - activities and events run by the parish council or with partners or by partners
- 2.2.2. Environment improvement and management – GLPC owned and to a degree public owned.
- 2.2.3. Communication and marketing of everything the parish council does or is involved with.

2.3. Membership

- 2.3.1. The minimum number of members is 50% of the filled seats.
- 2.3.2. A Cllr maybe nominated to take the lead on an area or topic.

2.4. How it operates

- 2.4.1. Meetings are bimonthly
- 2.4.2. Chair and PM or designated Officer agree the agenda

2.5. Function – community service

- 2.5.1. Manage the marketing and publicity of the events and services GLPC engages with
- 2.5.2. work in partnership with other councils, agencies, and groups to help facilitate, encourage, and secure an improved level of community engagement.
- 2.5.3. Develop initiatives which support and reflect the requirements of the residents and meet the GLPC strategic vision.
- 2.5.4. Commission services and facilitate partnerships that will benefit the community liaising with third party service groups, volunteers, and local businesses.
- 2.5.5. Work to increase the community engagement where viable by having a visible presence in the community and support community champions, thus working towards our GLPC aim to be an inclusive council committed to all our community.
- 2.5.6. Oversee the management of an approved annual programme of community events.
- 2.5.7. Prepare and submit to Finance and Governance Committee budget requirements for future years and performance against budget through the financial year.

2.6. Function - Environment

- 2.6.1. Nurture the environment by creating pride and ownership in our local area, through education and leading by example.
- 2.6.2. Engage with partners or groups within the parish to actively encourage participation with residents and if possible, encourage them to lead projects and GLPC to facilitate or mediate.
- 2.6.3. Encouraging the community to reuse, reduce, repair, and recycle by working with recycling partners to promote this type of activity throughout the community.
- 2.6.4. Educate the community through activities and communication events.
- 2.6.5. Communicate through NBNE, Enewsletters, Website and surveys.
- 2.6.6. Review the GLPC facilities and land and identify how we can improve our own environmental management.
- 2.6.7. Develop wildlife- friendly areas in our facilities.
- 2.6.8. Promote food and urban growing e.g., Non floral areas.
- 2.6.9. Promote environmental art and creative ideas.

2.7. Function - Communications

- 2.7.1. Produce a sound and effective communication process supported by a clear communication policy coordinating the various communication channels that GLPC uses.
- 2.7.2. Produce the Parish Newsletter - editorial content, printing, distribution, and advertising.
- 2.7.3. Manage the parish Web site – design, construction, content and links to other local web sites and its update and maintenance.
- 2.7.4. Review new technologies to ensure that GLPC uses the most effective and efficient communication tools.
- 2.7.5. Where appropriate provide quick response to PR through local papers, Facebook blogs etc., using safe social network sites and more traditional paper based medium.
- 2.7.6. Managing the website protocol.
- 2.7.7. Supporting and contribute to the monthly production of the e-newsletter.
- 2.7.8. Ensure legislative compliance and best practice.