



## **Terms of Reference for the Community Engagement Committee**

### **Introduction**

1.1 Community engagement involves actively involving residents in planning, decision-making, and implementation of initiatives or programmes that impact them. This strengthens the sense of community and empowers parishioners to have a meaningful role in shaping their locality.

1.2 The Community Engagement Committee is responsible for promoting effective engagement, fostering community connections, and supporting initiatives that enhance the quality of life for parishioners. It also serves to raise the profile of the Parish Council within the community.

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### **Governance**

2.1 The Community Engagement Committee is appointed by, and solely accountable to, Rushmere St Andrew Parish Council. Its duties and functions are defined and approved by the Full Council.

2.2 Meetings shall be publicised with at least three clear working days' notice (excluding weekends and public holidays), as outlined in the Standing Orders. Notices will be displayed on parish noticeboards and the council website.

2.3 The committee shall consist of a minimum of seven Parish Councillors. The quorum will be three members. All other members of the Parish Council may attend meetings and participate in discussions during the public forum.

2.4 The committee may be temporarily granted delegated powers under Section 101 of the Local Government Act 1972 to act on specific matters as resolved by the Full Council.

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### **Meeting Arrangements**

3.1 The committee will meet up to four times a year within the Parish Council's working calendar. Additional meetings may be convened if necessary.

3.2 The Officers of the Parish Council will provide administrative support for the committee, including preparing agendas, minutes, and notices.

3.3 Meetings will be conducted in accordance with the Parish Council's Standing Orders, ensuring transparency and public access, except for confidential matters resolved to be heard in closed session.

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## **Responsibilities**

4.1 The committee has delegated authority to act within its remit, as outlined below, and to approve spending in line with the budget set by the Full Council.

4.2 Responsibilities include:

- Identifying and supporting initiatives that address the needs of parishioners.
- Developing and maintaining a calendar of events, including the Annual Parish Meeting, Armistice Day, and a Christmas event.
- Organising speakers and activities for the Annual Parish Meeting.
- Promoting council events within and beyond the community.
- Collaborating with local organisations to promote and support their events.
- Managing the Parish Council's digital presence in compliance with data protection laws.
- Publishing regular updates and articles in local and community publications.
- Encouraging and promoting community engagement by highlighting the positive outcomes of council activities and initiatives.

4.3 The committee shall ensure that all events and initiatives comply with health and safety regulations and equality legislation.

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## **Financial Oversight**

5.1 All financial decisions shall comply with the Parish Council's Financial Regulations. Spending limits and procurement requirements include:

- Expenditure over £3,000 requires at least three fixed-price quotations.
- Contracts exceeding £60,000 require a formal tender process.
- Emergency spending of up to £2,000 may be authorised by the Clerk or Responsible Financial Officer (RFO) and reported to Full Council.

5.2 The committee shall ensure spending aligns with budgetary allocations and submit regular financial reports to the Full Council for review.



### **Public Participation**

6.1 Members of the public are welcome to attend meetings and contribute during the public forum for up to three minutes per individual, with a maximum of 30 minutes allocated per meeting.

6.2 Questions from the public may be answered at the meeting or deferred to a future meeting or written response, depending on the complexity of the query.

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### **Quorum and Membership**

7.1 The quorum for committee meetings shall be three members. If a quorum is not present, no official business may be transacted, and the meeting will be adjourned.

7.2 Substitute members may be appointed by the Full Council to ensure the committee can fulfil its responsibilities during absences.

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### **Monitoring and Review**

8.1 The committee's performance and effectiveness shall be reviewed annually by the Full Council. Adjustments to the Terms of Reference may be made to reflect evolving responsibilities and ensure compliance with legislation.

8.2 These Terms of Reference shall be reviewed annually and presented to the Full Council for approval.

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**Last Reviewed:** February 2026

**Next Review Due:** February 2027