



COMMUNITY COMMITTEE

TERMS OF REFERENCE

Purpose and primary responsibility

The community committee is established to lead on events, manages how Council communicates with residents and other stakeholders; and delivers projects and services to enrich and improve the Marlow community in areas such as economic development and tourism; community safety, community engagement and community cohesion.

Formation -The committee will consist of a minimum 5 members and 1 officer but may co-opt external professionals in an advisory or support capacity; however, those members would not have voting rights.

Quorum- A minimum of three members of the committee must be present for the meeting to be quorate.

Chair -The chair of the committee will be the incumbent Mayor.

Review and appointment-The committee will be appointed at the annual meeting. The committee will review the terms of reference from time to time taking into account any proposals or recommendations from the Council's Steering Group and by cross reference to other committees.

Accountability

- Communication policy of the Town Council to include all forms of external and internal communication including media strategy not limited to but including for reference Council website, social media, and communications with the press. The Mayor to be responsible for the signing off of any press releases.
- Budgeting for and assignment of internal or external resources.
- The staging, fundraising, budgeting, and delivery of all annual Christmas celebrations including delivery of Christmas lights switch on, Carols on the Causeway and other events deemed from time to time appropriate to support the Christmas celebrations.
- The staging, funding, and organisation of an annual "civic service "or equivalent event.
- The staging of Remembrance services in the annual calendar.
- The management of all town twinning events /celebrations.
- The management of civic awards schemes in the town.
- The production of the Marlovian magazine. The review and management of complaints and complaints handling.
- The Community committee will make recommendations to the Full Council on matters within its Terms of Reference.
- Consideration of any other activities to promote the Council to residents and the wider community.