

Wheathampstead Parish Council



Community Involvement Committee Terms of Reference

Approved and adopted: 7 July 2014, Minute 3657-14

Background / Premise

The purpose of this committee is to oversee all aspects of Parish Council works which engage with the local community.

It is formed by the amalgamation of a number of previous committees and functions plus newer commitments taken on as a result of the Village Plan, grant applications and the Localism agenda.

Objectives

To work with the community of Wheathampstead and other interested partners in an effective manner for the benefit of the parish.

Scope

Formed as an amalgamation of a number of previous committees and functions plus newer commitments taken on with delegated powers of expenditure within budget:

Communications – Website, *Pump*, Village Plan/Neighbourhood Plan, publicity and promotion regarding Memorial Hall

Pump to be produced quarterly in-house

Village plan – to update this and incorporate a Village Design statement into a Neighbourhood plan per the localism agenda and aim for these to be adopted as supplementary planning advice by SADC.

To monitor progress against targets set in the Village Plan

Localism agenda including neighbourhood plan

Liaison with outside bodies, other parish councils, HCC, SADC, SADALC, police, fire service, community groups, travel (bus) companies, Herts Highways, WEB, HAPTC,

Lobbying

Consultation responses

Village activities – Village Day, Christmas lights and lights up, village picnics & treasure trail

Youth and adult activities

Planning – consideration of applications and responses

Allotments, including grazing and small holding

Lettings – principally Memorial Hall and Artificial Turf Pitch/all weather pitch.

The committee will work with various village individuals, organisations and statutory bodies to best effect .

Allotments, the Pump and Village Day functions to be considered by working groups which report to the Community Involvement Committee

Constraints

Budgetary, but may be supplemented by outside grants /donations.

Assumptions

Community involvement / engagement is key to functionality of Council. Outside expertise of parishioners and at times others sought.

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Reporting Requirements

The working Groups report recommendations to the Community Involvement Committee

The committee reports to Full Council.

It has fully delegated powers for actions within budgets set.

Membership – meetings must be quorate (3 councillors or 1/3 of councillor committee membership) whichever is the larger.

Minutes to be produced by the Clerk.

Members of the public are welcomed at committee meetings and encouraged to participate in 3 minutes public speaking, and, at the chairman's discretion, at other pertinent points.

Success

This may be measured in a number of ways:

Annual report of progress to the Annual Parish Meeting.

Publish a report in the Pump of works done .

Updates on the Web site

Publicity at Village Day

Progress against targets