



# DANBURY PARISH COUNCIL

Parish Office

The Old School House, Main Road, Danbury

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## COMMUNITY ENGAGEMENT COMMITTEE TERMS OF REFERENCE

### Members

- The Chairman and Vice Chairman of the Council are ex officio members of all committees and have voting rights;
- Members from outside bodies may be invited to join the Committee, but will not have voting rights or count towards the quorum;
- Members of the Committee are established at the Annual Parish Council meeting;
- Councillors may join during the year if authorised by the Parish Council;
- The Chairman of the Committee shall be appointed at the first meeting of the Committee following the Annual Parish Council meeting;
- The Vice Chairman of the Committee shall be appointed at the first meeting of the Committee following the Annual Parish Council meeting or as soon as reasonably practicable;
- Three Members of the Committee shall constitute a quorum for meetings.

### How Often Meetings Held

Meetings are held quarterly.

### Prime Objectives

To encourage two-way communication with the residents and organisations of Danbury – communication will include (but is not limited to) public meetings, notice boards, newsletters, social media, councillor surgeries

### Decisions/Delegated Powers

Financial

1. To formulate a budget for revenue/capital expenditure for the next financial year, ready to recommend to Resources November meeting;
2. To control the expenditure and income of the approved budgets (Revenue and Capital) for the Committee and to report to Resources Committee any possible variation;

Management

3. The Committee shall arrange events which encourage community involvement
4. The Committee shall review and expand the means and methods of engaging with the local community

General

5. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work
6. Where appropriate review and recommend policies relating to communication and community events to the Parish Council