

TERMS OF REFERENCE

COMMUNITY & COMMUNICATIONS COMMITTEE

May 2024

General Purpose: The Community & Communications Committee is responsible to Council for overseeing the delivery of all matters pertaining to Community Development and for overseeing the delivery of the Communications Strategy, in particular;

1. To be responsible, under delegated authority as approved by Council, for promoting the availability of grants, assessing and awarding grants up to a maximum of £1,000 (with any grants awarded to organisations based outside of the CPCC area, being ratified by Council). Annual grants budgets to be allocated on a quarterly basis. The budget allocation to be front-loaded with an increased allocation in the first two quarters, and the remaining budget spread across the rest of the financial year. The Committee to ensure that the budget is not overspent, and with any quarterly underspend being rolled forward to the next quarter. Extra diligence to be implemented when looking at accounts for those applying for grants.
2. In accordance with the strategic aims set out in the Business Plan on behalf of Council, to work with partners to promote life-long learning amongst all residents, from infants to the elderly.
3. To work with partners to promote literacy and numeracy and work to ensure adequate provision is provided for those for whom English is a second language.
4. To work with partners to improve access to employment, training and job search support.
5. Work with organisations, including the NHS Milton Keynes Clinical Commissioning Group, Health Watch MK, Alzheimer's Society & White Ribbon to raise awareness of important issues effecting the health & wellbeing of residents, and to deliver the specific actions in section 5.4 of the Business Plan or any successor.
6. To be responsible for public consultations carried out by Campbell Park Community Council ascertaining community needs and to make recommendations to Council (excluding the budget consultation, which is under the remit of the Finance, Administration & Policy Committee).
7. To comment on behalf of Campbell Park Community Council on any Community/Social Wellbeing related consultations, plans or policies from MK Strategic Partnership, MK Council, health trusts and other public bodies.
8. In accordance with the strategic aims set out in the Business Plan, on behalf of Council, lead on matters relating to Community Safety, developing and maintaining a safe environment for residents and visitors and engaging with Thames Valley Police on issues concerning the Council.
9. To develop and maintain an effective and mutually complementary relationship with Community Groups within the CPCC area.
10. To promote recycling and/or help enforce the proper disposal of household and other waste within the CPCC boundary in accordance with the policies of Milton Keynes City Council.

11. To deliver and promote events, in partnership with others, to improve Social Cohesion.
12. To implement a programme of community events and activities, including initiatives associated with the Cost-of-Living Crisis/Warm Spaces as well as developing projects, community engagement and activities to enhance the use of the Community Centres and Hub (on completion).
13. To work with the Schools within the CPCC area, implementing a range of activities to engage the children and parents in any Community Council initiatives to enable an early understanding about the Community Council.
14. To seek opportunities to work with organisations including Milton Keynes City Council to improve assets, not owned by CPCC, within the CPCC area such as play areas, car parking etc. (CPCC owned assets to be the responsibility of the Estates Committee).
15. To highlight the dangers of loan sharks and promoting the use of Credit Unions.
16. Via an editorial panel of Members and Officers, to be responsible for the production of Homeground magazine.
17. To be responsible for content and development of the Council's external website(s)
18. To promote the use of, by staff and Councillors, existing office tools, including calendars, announcements, discussions, facilities, shared documents etc. Promotion of tools to include suitable training for all users.
19. To promote and enhance the Council's digital presence, including the use of social networking sites.
20. To be responsible for developing the style of communications including agenda, reports and minutes.
21. To be responsible for the Community Council's public relations
22. To prepare by end of October each year, for submission to Finance & Administration Committee, a detailed draft budget covering all project expenditure for the coming financial year and the following 5 financial year(s).

Any projects not included in the budget for that financial year, must be forwarded to the Finance, Administration & Policy Committee for direction.

23. To review annually the Terms of Reference prior to the Annual Meeting of Council.