



# Community and Tourism Committee

## Terms of Reference

New Alresford Town Council (the 'Council') has the power to delegate functions to a Committee, Sub-Committee or officer in accordance with Local Government Act 1972. Town Council oversees these Committees and gives them the authority to make decisions, provide budgets for their delegated duties and make recommendations to Council to make decisions that are not in the power of the Committee to make. The Community and Tourism Committee (Committee) shall be responsible for discharging functions on behalf of New Alresford Town Council and has the authority to do so (unless stated elsewhere) in specific circumstances as detailed below.

### **1. Responsibilities**

The Committee is responsible for but not limited to:

- Working in partnership with the individuals, voluntary and community groups, Winchester City Council and Hampshire County Council to promote the wellbeing of its residents and the vitality of the town.
- Working in partnership with local societies and businesses to maximise the visitor experience by promoting local events, local heritage and the unique environment of the town and surrounding areas.

The Committee will

- Establish effective community relations through practical methods of communication enabling a good working dialogue with members of the local community, and appropriate outside authorities and other agencies.
- Generate and actively support well considered ideas for creating and maintaining local amenities, i.e. those judged likely to improve the quality of life for residents.
- Solicit the views and voluntary support of all members of the Community and seek new ideas (from wherever) for improving and maintaining the infrastructure and local environment and by identifying relevant quality of life issues for Committee and or Community action.
- Manage the Council's Community and Tourism projects and programmes to an agreed and published action plan and provide regular updates to ensure the Council and local residents remain well informed.
- Organise and facilitate other inclusive (fun) events designed to raise a wider awareness and interest in building the Community by helping to further develop community spirit.
- Promote the town and surrounding areas as a tourist destination and to develop use of the website and other forms of communication to publicise and promote events and community activities to both residents and the tourists.
- Oversee the council's communication strategy, including all forms of electronic and publications.

- Obtain professional advice as deemed necessary to ensure the protection of the Community and Tourism

The Committee has authority to proceed with all items within its budget but must refer to Town Council when non budgeted expenditure is anticipated.

All councillors may comment on any project as individuals, but it is imperative that this will have no bearing on Committee decisions as part of the democratic process

The Committee must be aware of its legal powers and responsibilities. All undertakings by the Committee shall be done so in accordance with the Council's Standing Orders and current legislation.

## **2. Membership and Voting**

The Committee' shall consist of a minimum of five members of the Town Council. There is no maximum number of Town Council members that may be selected to the Committee. The Committee's membership shall be selected by resolution at the Annual Meeting of the Town Council or the first Committee meeting held following the Annual Meeting of the Town Council.

All Council members serving on the Committee shall have voting rights at any meeting of the Committee they attend in person. Councillors who are not members of the Committee may attend it's meetings, but they may not vote on any decisions. In case of an equality of votes, the Chair of the Committee shall exercise the casting vote.

Representative members shall not be entitled to vote at Committee meetings.

## **3. Chair and Vice Chair**

At the Annual Meeting of the Council or the first Committee meeting after a Chair and Vice Chair will be elected for the Committee. The period of office for both the Chair and Vice Chair shall cease at the first Committee meeting following the Annual Meeting of the Council. The Chair of the Committee if present will Chair the meeting.

The Chair and Vice Chair of the Town Council have automatic membership to the Committee and form part of the quorum with full voting rights at the meetings they attend in person.

## **4. Conduct of Meetings**

All meetings of the Committee shall be convened in accordance with The Local Government Act 1972 Schedule 12 - Meetings and Proceedings of Local Authorities. and Standing Orders.

### **4a The Agenda**

The Clerk of the Committee in consultation with the Chair is responsible for setting the Agenda items and publicising the dates of meetings to all Committee and

Representative members. The meeting agendas must be published on the Council website at the earliest opportunity before the meeting is held. In the event that there is a last-minute change which will impact the meeting, the Clerk of the Committee is responsible for notifying all members of the committee and public as appropriate.

A standing item on the Agenda will be 'Budget Review' to review the financial status of the Committee.

#### **4b Quorum**

For the Committee to be quorate there must be a minimum of four members present at the meeting.

The Clerk shall be responsible for confirming the number of Council members of the Committee who have confirmed their attendance for each meeting. If it is anticipated that the Committee will not be quorate for any meeting, the Clerk of the Committee shall notify the Chair and Vice Chair of Council at least one working day prior to the meeting to ensure the Committee is quorate.

#### **4c Meetings**

The Committee shall meet at any venue that the Committee Chair deems appropriate to the items on the agenda. Unless notified otherwise, all meetings shall be held at the Council's offices at Arlebury Park.

Meetings shall take place monthly. Additional meetings can be considered at the Committee Chair's request in consultation with the Clerk, if the business of the Committee dictates it is prudent to do so.

#### **4d. Record of Meetings**

The Clerk of the Committee shall be responsible for ensuring that each Committee meeting is audio recorded and preparing the minutes of the meeting.

Minutes will include members' attendance or reason for non-attendance, all declared interests and all Committee decisions especially those concerning any expenditure.

Draft minutes will be circulated to the Chair and Vice Chair of the Committee for approval prior to circulation to all Council and Representative members.

Minutes of the meeting must be approved by the next Committee meeting. If the next Committee meeting to be held exceeds two calendar months, then the minutes must be referred to the Council for approval.

Any items referred by the Committee to the Town Council for information or decision will be sent to the Town Clerk for consideration at the next Town Council meeting.

### **5. Delegated Powers**

The Committee has delegated Committee budget responsibility up to the value of £5,000 for any single spend. Any anticipated expenditure in excess of £5,000 must be referred to the Council for approval at the earliest opportunity.

It is the responsibility of the Clerk of the Committee to add a note to the agenda item 'Chairs announcements' at the next Council meeting in relation to any expenditure of the Committee exceeding £3000.00. It shall then be the responsibility of the Chair of the Committee to present the details of that note to Council.

Decisions can at any time be delegated to Council staff to action, however the Town Clerk remains responsible for prioritising staff workload.

## **6. Conflicts of Interest**

New Alresford is small in nature and the Council supports all businesses in the town. When quotes for works are requested it is highly likely the business/individual is known to the Committee members in some capacity. All Committee members are under a duty to declare any potential conflicts of interest, pecuniary and non-pecuniary interests that may arise. It is imperative that the Council always remains open and transparent. All interests will be recorded in the minutes

## **7. Review of Terms of Reference**

Terms of Reference shall be reviewed annually. The latest legislative updates and best practice guidance must be incorporated into the Terms of Reference. Terms of Reference must be referred to the Town Council for approval.

All Terms of Reference must indicate when last approved.

<b>Reviewed by</b>	<b>Last Approved</b>	<b>Minute ref</b>	<b>Website Updated</b>	<b>Review date</b>
Town Council	17.9.19	19/136	25.9.19	1.5.20