

# IVYBRIDGE TOWN COUNCIL

## TERMS OF REFERENCE:

### COMMUNITY SERVICES COMMITTEE

The Ivybridge Town Council Community Services Committee is responsible for promotion of the town council and the town of Ivybridge, the council's services and facilities, and to improve engagement with the community through events, activities and by identifying other engagement methods.

#### Appointment

Committee members shall be appointed at the annual meeting of the Town Council or in the case of a resignation, at an ordinary council meeting.

#### Membership and quorum

The membership of this committee shall be 9, comprising the Council Chair (Town Mayor) and Council Vice-Chair (Deputy Mayor) (ex-officio) plus 7 other members. The quorum of this committee shall be four (4).

To ensure effectiveness of this committee and decisions taken by it, members are encouraged to undertake relevant training, and to keep up to date on relevant policy or legislation changes.

#### Frequency of meetings

Meetings shall be held as required. All committee meetings may be subject to cancellation if there are no items for the agenda or there is no quorum (sufficient legal number of Members in attendance).

#### Ex-officio members

The Council's Chair (Town Mayor) and Vice-Chair (Deputy Mayor) are appointed to this committee ex-officio.

#### Committee Chair

The Chair of this committee is elected annually at the annual meeting of the Town Council, and shall serve in this position until the next annual meeting of the council, unless the Chair resigns from the position, resigns from the council or becomes disqualified from being a member of the council.

#### Committee Vice-Chair

The Vice-Chair of this committee is elected annually at the first meeting of the committee following the annual meeting of the council, and will serve in this position until the next annual meeting of the Council unless the Vice-Chair resigns from the position, resigns from the council or becomes disqualified from being a member of the council. In the absence of the Chair, the Vice-Chair shall deputise.

#### Terms of reference review

The council shall review and determine these Terms of Reference at the annual meeting of the council.

## Committee responsibility

The committee is granted full delegated powers to make a council decision regarding council's engagement with the community, marketing of its facilities and promotion of the town. This will include delegated authority to act as per the items below:

- a) Work with other committees to promote council's services and facilities, and its strategic plan for the council and community
- b) Consider projects and services arising from the community development budget
- c) Consider council's engagement with the community, making best use of engagement tools
- d) Draw up a communications and engagement strategy for council adoption
- e) Produce a calendar of council events and engagement activities
- f) Promote the council's community services and facilities
- g) Explore tourist opportunities
- h) Promote the town of Ivybridge to visitors and residents

All correspondence shall be conducted through the Town Clerk.

## Arrangements for delegation to Officers

Delegated authority to Officers is detailed in the town council's Scheme of Delegation and governance documents such as Standing Orders and Financial Regulations. The Community Services Committee may delegate specific authority to Officers as required.

## Governance

- a) To set a budget for the forthcoming financial year, if appropriate, in accordance with the council's Standing Orders
- b) To implement items and resolve actions relating to income and expenditure as set out in the council's annual budget and reserves specific to the committee's activities
- c) Where matters have been delegated to this committee for approval, it shall comply with all council's policies, protocols, systems and procedures, including Standing Orders and Financial Regulations and any other statute or codes within legislation
- d) This committee may make recommendations to the town council on relevant matters for which it has no delegated authority and may be given delegated powers by full council to take action on relevant matters

---

## Alternative formats

Disability Discrimination Act 1995 and Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. Copies of this document in large print (A3 format) or larger font size, or any tables contained within this document in a screen reader accessible format can be made available on request from the council office or by telephoning 01752 893815 or by emailing the Town Clerk's office [townhall@ivybridge.gov.uk](mailto:townhall@ivybridge.gov.uk)

Version	Date	Comment
V1	July 2024	Adopted by Council