



BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

The Old Mining College Centre
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Our Ref: GH/JM

11 June 2019

To: All Members of the Community and Partnerships Committee
Councillors Darren Ennis [Chairman], Woodward [Vice Chairman], Norma Bacon, Laura Ennis, Evans, Gittings, Kirkham, Loughbrough Heron, Westwood and Willis-Croft

Copy: N Caine, Direct Services Manager
G Hunt, Town Clerk

Dear Committee Member

COMMUNITY AND PARTNERSHIPS COMMITTEE

You are invited to attend a meeting of the Community and Partnerships Committee in The Ron Bradbury Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH on Tuesday 18 June 2019 at 6:00 pm to consider the following business.

Yours sincerely

Graham Hunt
Town Clerk

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chairman know beforehand.

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTERESTS AND DISPENSATIONS
To consider any declarations of interests and consider requests for dispensations.
3. NEW TERMS OF REFERENCE [ENCLOSURE NO. 1]
4. WAKES FESTIVAL 2019 UPDATE
To receive a verbal update.

5. **PLAY IN THE PARKS 2019 UPDATE**
To receive a verbal update.

6. **CHRISTMAS EVENTS 2019 UPDATE**
To receive a verbal update.

7. **ANY OTHER BUSINESS**
[For discussion purposes only]

8. **INDUCTION**
[Given by Graham Hunt]

Community and Partnerships Committee

Terms of Reference

Composition: 10 Elected Members.

Goals

1. To increase the level of community engagement with the work of the Town Council.
2. To ensure that the Town Council is fully engaged with the relevant organisations and groups working within the parish.

Responsibilities

1. To ensure all strategies, policies and procedures are undertaken in accordance with Statutory and legislative requirements.
2. To keep under review the use of resources and service delivery to ensure any opportunities to engage with the community are fully utilised.
3. To keep the Town Council informed of community and partnership issues and undertake appropriate monitoring and reporting where necessary.
4. To make recommendations to the Council on community and partnership matters which, notwithstanding that they fall within the powers and duties of one or more other committees.
5. To develop and review the strategy of the Council in relation to community and partnership issues particularly in respect of its vision, aims and objectives.
6. To provide a forum for the community groups and service providers to engage with the Town Council.
7. To consider and make recommendations to the Council on any policy documents received from other organisations and affecting the area.
8. To develop strong links with other organisations and oversee any partnering agreements.
9. To oversee the delivery and evaluation of any community or partnership events delivered or commissioned by the Town Council.

Governance

1. The Committee will make decisions by majority vote. In the event of a tie the Chair will have a casting vote. The quorum for the meeting is one third of the voting members (3).
2. The Committee Chairman and Vice-Chairman to be elected at the Annual Town Council meeting in May annually.

- 3.** The Committee should meet at least four times per year.
- 4.** The Committee reports to the Full Council.