



BARTON UPON HUMBER TOWN COUNCIL

COMMUNITY COMMITTEE TERMS OF REFERENCE – 2026/2027

These rules are supplemental to, and do not in any way override, the Town Council's Standing Orders &/or Financial Regulations.

Membership of the Community Committee

- a) Membership of the committee will be as decided at the Annual Town Council meeting each year, and will consist of a maximum of seven members.
- b) The committee shall be subject to a quorum of three members.

Chair / Vice Chair

- a) The chair of the committee will be elected by the committee at its first meeting after the Annual Town Council meeting.
- b) The vice-chair of the committee will be elected by the committee at its first meeting after the Annual Town Council meeting.

Conduct of Meetings

- a) All meetings of the Community committee will be convened in accordance with the Town Council's standing orders.
- b) Meetings will be minuted

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Powers of the Community Committee

The Community committee shall be empowered to:

a) Authorise expenditure consistent with the responsibilities and areas of operation of the Community Committee; and within the budget set for community as part of the Council's overall budget or within any additional budget for community authorised by Full Council or the Finance committee during the course of the financial year.

b) To act on behalf of the Town Council in respect of any community issues and, in particular, to: - run Town Council events and support external events, to engage with the community on all community matters and responsible for any publication in the Town Council name, as well as all matters that are community related for example, speed monitoring, social media and press releases.

d) To proactively seek external funding and income streams for existing and future projects and initiatives.

Responsibilities and Areas of Operation of the Community Committee

a) To plan and run all town council events with consideration to adopting a smaller working group to work with town council staff on risk assessments, method statements and event safety and management.

b) To plan and organise all christmas related events within approved budget to include christmas lighting and christmas related decorations.

c) To plan and organise the monthly saturday markets in the town centre.

d) To approve Bartonian drafts and oversee protocol for the production of the Bartonian and any other publications to be shared with the community.

Review

These Terms of Reference shall be reviewed annually by the Town Council and amended as necessary.