Bargoed Town Council

**COMMUNITY ENGAGEMENT COMMITTEE**

**MEMBERSHIP AND TERMS OF REFERENCE**

1. **Committee Purpose**

To encourage two-way communication with residents and organisations located within the communities of Aberbargoed, Bargoed and Gilfach. Communication may include, but is not limited to, public meetings, noticeboards, newsletters, electronic technology, councillor surgeries, resident surveys etc.

To support Town Council in its development and management of the Volunteering Programme encouraging resident involvement in the delivery of Town Council activities.

To conduct evidence gathering activities and collate data in support of community engagement initiatives.

1. **Functions/Responsibilities**
2. To create and manage groups/pages on social media including Facebook, Twitter and Instagram
3. To maintain the Council’s Public Engagement Policy
4. To prepare and publish information on behalf of the Council (draft publications to be circulated to all committee members and the Clerk and agreed by a minimum of four Members plus the Clerk prior to committing to print)
5. To manage and maintain Town Council’s publications
6. To generate regular social media updates
7. To create engaging content for the Town Council website
8. To oversee the data collation for the Town Council annual report
9. To produce any community surveys/questionnaires
10. To manage Member surgeries/drop-in sessions as appropriate
11. To support the Assistant Town Clerk with the Town Council Volunteering Programme as requested
12. **Membership**
13. The Committee shall be re-appointed at the Annual meeting of the Town Council.
14. The Committee shall have 5 Members. (Excluding co-opted community members who shall have no voting rights)
15. The Committee Chair will be appointed at the Annual meeting of the Town Council.
16. **Quorum**
17. No business may be transacted at a meeting unless at least 3 Members of the Committee are present.
18. **Standing Orders**
19. The Town Council’s Standing Orders will apply to all meetings of the Committee.
20. In accordance with Standing Order 7 this Committee has full delegated powers and reports to full council.
21. **Meetings**
22. Meetings will take place a minimum of 4 occasions each year (extra meetings will be held as necessary).
23. The Code of Conduct adopted by Council shall apply to Councillors in respect of the entire meeting.