



## **WILSDEN PARISH COUNCIL**

The Village Hall  
Wilsden  
Bradford  
BD15 0HT  
West Yorkshire

[www.wilsdenparishcouncil.gov.uk](http://www.wilsdenparishcouncil.gov.uk)

# **COMMUNITY ENGAGEMENT COMMITTEE**

## **Terms of Reference**

The Wilsden Parish Council Community Engagement Committee is appointed at the Annual Meeting of the Council.

### **Composition**

The Committee will have a membership of up to four. There will be up to three parish councillors, plus the Assistant Clerk as a lay member. A Parish Council meeting may appoint lay members. The Community Engagement Committee shall be supported by the Assistant Clerk, the Website Developer and an invited Trustee of the Wilsden Village Hall Board of Management.

### **Quorum**

Two

### **Authority**

The Committee is appointed by and is solely responsible to Wilsden Parish Council.

The Committee's role and functions are defined and agreed by Council who may vote, at any time, to modify the Committee's powers.

The Committee's Terms of Reference will be subject to review annually at the Full Council's Annual Meeting.

The Committee will meet as required.

### **Role**

To increase and drive ideas for Community Engagement within the Wilsden Parish Council area.

### **Functions**

To understand better the usage made of the website through the use tools, such as google analytics data and to use the information obtained to improve the service.

To manage and maintain the setting up of a dedicated parish council Facebook page and to use other social media as required.

To convene an editorial working group for 'The Wilsdener' and other printed media such as ad-hoc flyers.

To investigate wider use of the delivery of information through noticeboards, both in terms of content displayed through the provision of noticeboards in additional locations throughout the parish.

To consider ways of improving attendance from the public at the Annual Parish Meeting.

To improve our knowledge of communications by recording the incidence of telephone calls and emails from the public.

To investigate outreach activities with the various clubs, groups and bodies within the parish.

To understand how residents can influence decisions and how to raise awareness of this among the residents.

To consider whether to include a communications policy within a community strategy engagement policy, as has been done by some other local councils.

These terms of reference shall be given to all members of the Community Engagement Committee and council members for information.

Councillors who are not members of this Committee may attend any meeting of the Committee, but as they are not formal members, are not permitted to vote at any of the Committee's meetings.