

## General Purpose

The Communications Committee (CC) is responsible to Council for overseeing the delivery of the Communications strategy, in particular:-

1. Via an editorial panel of Members and Officers, production of HomeGround.
2. The Council's external website(s).
3. Promote the use of existing office tools, including calendars, announcements, discussions, facilities, shared documents etc. Promotion of tools to include suitable training for all users.
4. Promote and enhance the Council's digital presence, including the use of social networking sites.
5. The Council's use of ICT including overseeing the contract with the IT provider.
6. The style of paper communications including agenda, reports and minutes.
7. To be responsible for the Parish Council's public relations.
8. To review annually the Terms of Reference prior to the Annual Meeting of Council.
9. To prepare, every year by October, a draft budget covering all Communication expenditure, for submission to the Finance and Administration Committee, and thence to Council.

## General Purpose

The Community & Social Wellbeing Committee (CSW) is responsible to Council for overseeing the delivery of all matters pertaining to community development and environmental protection and enhancement, in particular:

1. To be responsible, under delegated authority as approved by Council, for assessing and awarding grants up to a maximum of £1,000. Annual grants budgets be allocated on a quarterly basis, with the Committee ensuring that the budget was not overspent, and with any quarterly underspend being rolled forward to the next quarter.
2. In accordance with the strategic aims set out in the Business Plan on behalf of Council, to work with partners to promote life-long learning amongst all residents, from infants to the elderly.
3. To work with partners to promote literacy and numeracy and work to ensure adequate provision is provided for those for whom English is a second language.
4. To work with partners to improve access to education and job search for all.

5. Work with partners, including the NHS Milton Keynes Clinical Commissioning Group to raise awareness of the importance of a healthy lifestyle, health related issues (including FGM/FGC), and to deliver the specific actions in section 5.4 of the Business Plan or any successor.
6. To be responsible for public consultations carried out by Campbell Park Parish Council ascertaining community needs and to make recommendations to Council (excluding the budget consultation which is under the remit of the Finance, Administration & Policy Committee).
7. To comment on behalf of Campbell Park Parish Council on any Community/Social Wellbeing related consultations, plans or policies from MK Strategic Partnership, MK Council, health trusts and other public bodies.
8. To be responsible for all Community Safety matters concerning the Council including environmental crime.
9. In accordance with the strategic aims set out in the Business Plan, on behalf of Council, develop and maintain a safe environment for residents and visitors.
10. To develop and maintain an effective and mutually complementary relationship with Community Groups within the Parish.
11. To promote re-cycling and/or help enforce the proper disposal of household and other waste within the Parish boundary in accordance with the policies of Milton Keynes Council.
12. To promote events, in partnership with others, to improve Social Cohesion.
13. To implement an annual programme of Community Events.
14. To work with the Schools within the Parish, implementing a range of activities to engage the children and parents in any Parish Council initiatives and to enable an early understanding about the Parish Council and promote the availability of Parish Council Grants to schools.
15. To seek opportunities to work with organisations including Milton Keynes Council to improve assets, not owned by CPPC, within the Parish such as play areas, car parking etc. (CPPC owned assets to be the responsibility of the Buildings & Property Portfolio Committee).
16. To promote "Alcohol Control Areas" within the Parish and initiatives that promote the safe use of harmful substances i.e. COSHH and NEBOSH.
17. To Promote initiatives that highlight the dangers of using harmful substances i.e. legal highs and illegal substances.
18. To prepare each year, for submission to Finance & Administration Committee by end of October, a detailed draft budget covering all project expenditure for the coming financial year and the following 5 financial year(s).  
Any projects not included in the budget for that financial year, must be forwarded to the Finance, Administration & Policy Committee for direction.

19. To review annually the Terms of Reference prior to the Annual Meeting of Council.
20. To highlight the dangers of loan sharks and promoting the use of Credit Unions.
21. To promote safer roads with the Parish.
22. To liaise with the Emergency Services.