

## TERMS OF REFERENCE

### COMMUNITY & COMMUNICATIONS COMMITTEE

May 2026

**General Purpose:** The Community & Communications Committee is responsible to Council for overseeing the delivery of all matters pertaining to Community Development and for overseeing the delivery of the Communications Strategy, in particular;

1. To be responsible, under delegated authority as approved by Council, for promoting the availability of grants, assessing and awarding standard grants up to a maximum of £1,000 and start-up grants up to £1,500. Annual grants budgets to be allocated on a quarterly basis. The budget allocation to be front-loaded with an increased allocation in the first two quarters, and the remaining budget spread across the rest of the financial year. The Committee to ensure that the budget is not overspent, and with any quarterly underspend being rolled forward to the next quarter. Extra diligence to be implemented when looking at accounts for those applying for grants.
2. To develop and implement an action plan to address the strategic aims set out by Council and to respond to the priorities highlighted within the Annual Resident Consultation relating to Community & Communications.
3. Work with local & national organisations, to raise awareness of important issues affecting the health & wellbeing of residents.
4. To be responsible for public consultations carried out by Campbell Park Community Council to ascertaining community needs and to engage residents in the development of community projects, making associated recommendations to Council (excluding the budget consultation, which is under the remit of the Finance Committee).
5. To comment on behalf of Campbell Park Community Council on any community/social wellbeing related consultations, plans or policies from MK City Council, the NHS or other public bodies.
6. In accordance with the strategic aims set out by Council, lead on matters relating to Community Safety, developing and maintaining a safe environment for residents and visitors and engaging with Thames Valley Police on issues concerning the Council (except for issues relating specifically to CPCC buildings and land which fall under the remit of the Estates Committee).
7. To implement the tasks attributed to the Community & Communications Committee within the CPCC Climate Emergency Action Plan/Sustainability Plan and engage with the future development of the Plan.
8. To implement a community programme which will benefit and contribute to the improved wellbeing of all CPCC residents, providing a range of events, services and activities either directly by CPCC, working with community partners or by commissioning other organisations to deliver specific projects on our behalf.
9. To help to promote events being delivered by others in our area that contribute to the improved wellbeing of all CPCC residents

10. To seek out opportunities and submit applications on behalf of CPCC for funding from external sources to support the delivery of the community programme, new initiatives & projects.
11. To work with the schools within the CPCC area, implementing a range of activities to engage the children and parents in any CPCC events & initiatives to enable an early awareness and understanding of the Community Council.
12. To seek opportunities to work with organisations including Milton Keynes City Council to improve community assets not owned by CPCC, within the CPCC area, such as play areas etc. (CPCC owned assets to be the responsibility of the Estates Committee).
13. Via an editorial panel of Members and Officers, to be responsible for the production of Homeground magazine.
14. To be responsible for the Council's digital presence, including the content and development of the Council's website(s) and social media channels.
15. To promote the use of, by staff and Councillors, available IT office tools, including calendars, announcements, discussions, facilities, shared documents etc. Promotion of tools to include provision of suitable training for all users.
16. To be responsible for developing the style of communications including agenda, reports and minutes.
17. To be responsible for the Community Council's public relations
18. To prepare by end of October each year, for submission to the Finance Committee, 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 Committee for direction.
19. To review annually the Terms of Reference prior to the Annual Meeting of Council.