



**Newquay**Council

**Corporate**Service

<b>Document:</b>	<b>Terms of Reference</b>
<b>Committee :</b>	<b>Community and Tourism</b>
<b>Date of Inception:</b>	<b>06 July 2022</b>



This is a Policy or Procedure document of Newquay Town Council and as such must be fully adhered to by both councillors and employees.

### Policy/Procedure File Status

<b>Version</b>	0.5	<b>Approving Body</b>	Full Council
<b>Date</b>	06/07/2022	<b>Date of Approval</b>	06/07/2022
<b>Responsible Officer</b>	Chief Executive & Town Clerk (CE&TC)	<b>Minute Reference</b>	
<b>Oversight</b>	Full Council	<b>Review Date</b>	May 2023

### Version History

Date	Version	Author/Editor	Comments
03/02/2021	0.2	Town Clerk	Update to name and membership numbers following adoption
19/05/2021	0.3	CE&TC	Updated dates for Full Council
20/05/2021	0.4	CE&TC	Addition of Town Team work
06/07/2022	0.5	CE&TC	Amendment to objective 3.16 following Full Council decision

### Review Record

Date	Type of Review Conducted	Stage Completed	Summary of Actions Taken or Decisions Made	Completed By
19/05/2021	Full	Yes	N/A	CE&TC
20/05/2021	Update		Addition of Town Team under item 7.6.2	CE&TC

## 1.0 Membership

- 1.1 Membership of this committee is to be appointed annually at the Annual Meeting of the Town Council.
- 1.2 The Community and Tourism Committee to consist of seven members of the Council (each Committee should be as diverse and representative to the Council and Newquay as possible).
- 1.3 The Committee Chair and Vice Chair are to be elected annually by the Committee at the first meeting after the Annual Council Meeting of Newquay.

## 2.0 Aims

- 2.1 To encourage and promote economic, commercial, volunteer, resident and tourist involvement in the town through proactive community engagement, event management and delivery of library and information services to meet the needs of a diverse community from the cradle to grave. In developing community engagement the council will improve two way information, seek opinion, inform decision making and celebrate Newquay's efforts and successes.

## 3.0 Objectives

- 3.1 Develop effective community engagement and strengthen partnerships and relationships with voluntary and community groups, local businesses, transport operators and BID through a range of effective two way communication channels to maximise resources, minimise duplication of effort and where possible agree a joined up and coordinated approach to improving the appearance of Newquay.

3.2 Manage and seek to continuously improve community information and engagement through a wide range of media (written, verbal and digital) and the implementation of an effective communication strategy.

3-23.3 To manage, maintain and replace where necessary any Town Council owned information/advertisement boards (standard and digital) within the Town including determining what content is displayed and any associated advertisement fees/charges.

3-33.4 Manage, maintain and enhance provision of library and information service.

3-43.5 Manage, maintain and enhance provision of the tourist information centre to encourage visitors to Newquay.

3-53.6 Organise, promote and manage Newquay Town Council events to provide residents and visitors with a wide range of year round activities.

[3.63.7](#) Coordinate and liaise with external event providers and provide grant opportunities to groups seeking to stage events that enhance the customer experience of Newquay.

[3.73.8](#) Undertake marketing of Council space for rent or hire including negotiation and liaison with potential and existing tenants and users to maximise customer satisfaction and revenue streams to the council whilst minimising vacant space.

[3.83.9](#) Manage, maintain and enhance provision of CCTV service across Newquay and partner sites.

[3.93.10](#) Manage and implement initiatives associated with public safety.

[3.103.11](#) Assist partners in the effective management, maintenance and enhancement of two-way radio connectivity in the form of Shopwatch, Pubwatch and Council networks, all of which assist in the protection of the town, businesses, residents and visitors.

[3.113.12](#) The Council's Chief Officer is responsible for the Police Airwave radios utilised by the CCTV Control Room, with delegated Radio Terminal Custodian responsibilities undertaken by the CCTV Manager. The committee shall ensure adequate resources, procedures and safeguards are in place to protect the systems and support the responsible officers in their required duties.

[3.123.13](#) Identify and implement economic development opportunities

[3.133.14](#) Manage and promote the Town Council Citizen Award Scheme and seek to maximise positive opportunities to celebrate success.

[3.143.15](#) Develop & Implement a Newquay specific Volunteer scheme, to encourage individuals and organisations to work with the council to improve the overall appearance of Newquay.

[3.153.16](#) Identify initiatives to provide support and services for Homelessness in Newquay and liaison with external partners to facilitate consultation and implementation of any agreed projects.

[3.163.17](#) Identify issues and liaise with CC regarding implementation of PSPOS and other local schemes.

[3.173.18](#) Identify and implement Youth Initiatives that will benefit Newquay, its young visitors and residents.

[3.183.19](#) Responsible for twinning opportunities including coordination with Dinard.

## **4.0 Meetings**

4.1 The committee shall meet a minimum of 4 times in a Municipal year, on the second Tuesday in the month, with Special meetings being called as required by the Town Clerk, through normal procedures defined in Standing Orders.

- 4.2 Members will be summoned to attend meeting which will normally be held in the Council Chamber, Municipal Offices and a Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.
- 4.3 The Town Clerk may attend any meeting to offer advice, guidance and support.
- 4.4 The committee may cancel a meeting by way of a majority decision at a meeting of the committee, or via email should this be appropriate. A notice confirming the cancellation of a meeting shall at the very least be circulated to all members of the Council, on the Council's website and on the Council's social media channels.
- 4.5 The meeting location may be varied from time to time but shall be contained within the Public Notice of the Meeting and associated summons.
- 4.6 The Public Notice will be posted on the Town Council's website. Subject to restrictions, at least one notice will also be published in a Town Council public notice board.

## **5.0 Documentation**

- 5.1 The minutes of all meetings shall be recorded by an officer of Newquay Town Council, scheduled by the Town Clerk, circulated at Full Council meetings of Newquay Town Council and uploaded to the Town Council website within 4 weeks of the meeting.
- 5.2 All
  - 5.2.1 resolutions of the committee
  - 5.2.2 recommendations to Full Council
  - 5.2.3 recommendations to other committees
  - 5.2.4 matters referred to other committees/Full Council

shall be recorded in the minutes of the meetings.

- 5.3 The committee shall draw up and agree written Terms of Reference for working parties and sub-committees that fall under this committee's control. Such Terms of Reference will not bestow powers or a remit that is wider or falls outside the committee's own Terms of Reference. Such documents will be owned by this committee and any variation requests from the working party/sub-committee shall be referred to this committee for consideration and decision.

## **6.0 Accountability**

- 6.1 The Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference

shall be made to Full Council and may require another committee's input before a decision is made by Full Council or another responsible committee.

- 6.2 In some circumstances, officers have delegated powers to act on behalf of the committee and/or Full Council under a separate Scheme of Delegation or as outlined in committee terms of reference or minutes.
- 6.3 At all times the committee must adhere to all Standing Orders, Financial Regulations, policies, procedures and member code of conduct which may all change from time to time.

## **7.0 Scope and Specific Delegations**

- 7.1** The Committee has the delegated powers from Full Council to undertake activities and make relevant decisions to achieve the objectives as set out in section 3.
- 7.2** The Committee has the delegated powers from Full Council to establish an Annual Committee Budget for recommendation to the Governance and Resources Committee no later than November each year in-line with Financial Regulation 3.1.
- 7.3** The Committee has the delegated powers from Full Council to spend up to its annual budget, without the requirement to go back to Full Council for approval; subject to such spends falling within the objectives of the committee and are budgeted for in-line with Financial Regulation 3.1.
- 7.4 The Committee has the delegated powers to consider and make relevant decisions on any matter referred to it by Full Council.
- 7.5 To appoint Sub-Committees and Working Parties that shall report to it in accordance with Standing Orders.
- 7.6 The Committee shall have the following specific delegations:
  - 7.6.1 The Committee has responsibility for representing the town councils involvement in the following events
    - 7.6.1.1 Killacourt Events
    - 7.6.1.2 Christmas ~~Market~~Fayre
    - 7.6.1.3 ~~Christmas Parade~~St Piran's Day
    - ~~7.6.1.4 Fish Festival~~
    - ~~7.6.1.5 Carnival~~
    - ~~7.6.1.6~~7.6.1.4 New Year's Eve ~~Fireworks Display~~
    - ~~7.6.1.7~~7.6.1.5 ~~Lowender Peran~~Cornwall Pride
    - ~~7.6.1.8~~7.6.1.6 ~~Any events that the town crier attends on behalf of Newquay Town~~Any external events that make use of Town Council land/assets.

- 7.6.2 To liaise with the Town Team and be the primary decision making body in any associated work or requests within the scope of Economic Development work and in particular Town Vitality and High Street Funding projects/applications.

## **8.0 Review**

- 8.1** The Committee's terms of reference are to be reviewed at-least annually. Any changes must be recommended to Full Council for approval.