



# Terms of Reference Liaison Group

Last reviewed:	March 2023
Last adopted:	July 2023
Next adoption due:	May 2027

## Premise

The purpose of this group is to consider matters that may not necessarily be easily assigned to one of the three Standing Committees. Further, it shall be an opportunity for the chairmen and deputy chairmen to discuss issues of mutual interest and involvement. This Committee does not have executive powers except in regard to the reviewing of the Newsletter, the Annual report summary and organisational matters such as social events, referred to it by the Town Council from time to time.

## Purpose

To consider all matters referred to it by the Council and its Standing Committees and refer matters to the appropriate Committee.

## Membership

The Committee shall comprise the Chairmen and Deputy Chairman of the Town Council and Chairman (or Deputy) of its Standing Committees. The Committee will normally meet once in each quarter.

## Key Elements of Responsibility

The Committee will be responsible for

- Governance
- Responsibility of Committees
- Report format
- Staffing matters, pay and conditions.

## The Committee may

- Approve the final draft of the newsletter and annual report.
- Request a committee to discuss an item.
- take responsibility for organising the Civic Reception, Lights of Love, the Civic Service and other such events asked of it by the Town Council

## Timetable and detail

1. **The Newsletter/Annual Report will be reviewed prior to publication according to the schedule.** The approval will not involve anything other than cosmetic alterations and correction of errors.
2. **Other items** may be brought to the discussion by any member. No executive decisions can be made and any matters of note shall be referred to the most appropriate committee or sub-committee.
3. **Town Council events** - the group may act as the co-ordinator for these social events bringing together the necessary people to organise such events