

**Hailsham Town Council**  
**Communities Committee**  
**Terms of Reference 2024-2025**

The name of the Committee is the Communities Committee.

The Council or Committee shall elect a Chairman and Vice Chairman on an annual basis in May of each year.

The Committee will meet on a planned monthly schedule with extra meetings scheduled in the month(s) leading up to any planned event, with a minimum of three days clear notice given.

The Committee will meet at 6.00pm and the first items on the agenda will deal with the Festivities Items.

The Committee shall consist of a maximum of seven Hailsham Town Council members (unless council resolves otherwise) plus representatives from local businesses and the community.

Substitute Members must also be formally appointed at the Annual Meeting of Council or subsequently at other council meetings.

Quorum shall be half of appointed members or the closest majority to that number.

Local business and community members will be members but without voting rights.

Minutes of all meetings are to be kept by the Clerk. Agendas and minutes shall be forwarded by e-mail to all members of the Town Council. (Only members who do not have access to e-mail or have not agreed to receive minutes and agendas in this manner, shall receive a printed copy by post).

The business strategy will be to consider all aspects of commercial related activity in and around Hailsham that will provide a benefit to Hailsham residents/businesses with an overall aim of attracting new businesses to Hailsham and thus improving employment opportunities. Focusing on the Town Centre and outlying areas of Hailsham.

Committee will work with Hailsham Forward and other stakeholders in the establishment and delivery of a Business Focussed Plan for Hailsham.

The council and Hailsham Forward have agreed that the management of the Town Market should be undertaken by the Town Council and the Communities Committee will oversee this function.

The Festivities strategy will be to:

- Organise community events to include at least one summer event/fair and one Christmas event
- Work with and encourage participation from local shop keepers and businesses
- Encourage community participation
- Support other community events such as Hailsham Arts Festival

The budget areas that this committee makes recommendations for expenditure against

are:

- Festivities and Events (or any such budget identified by the council for the same purpose)
- The Revitalisation Fund (or any such budget identified by the council for the same purpose)

The Communities Committee will submit plans to full council detailing what it wishes to implement and what it will spend on the Festivities and Events budget and the Revitalisation budget for the following municipal year.

The Revitalisation Fund is set aside for items identified in the 'Hailsham – The Way Forward' business plan.

These plans are subject to approval by full council and once finally agreed, the committee will have delegated authority to implement these plans without reference back to full council.

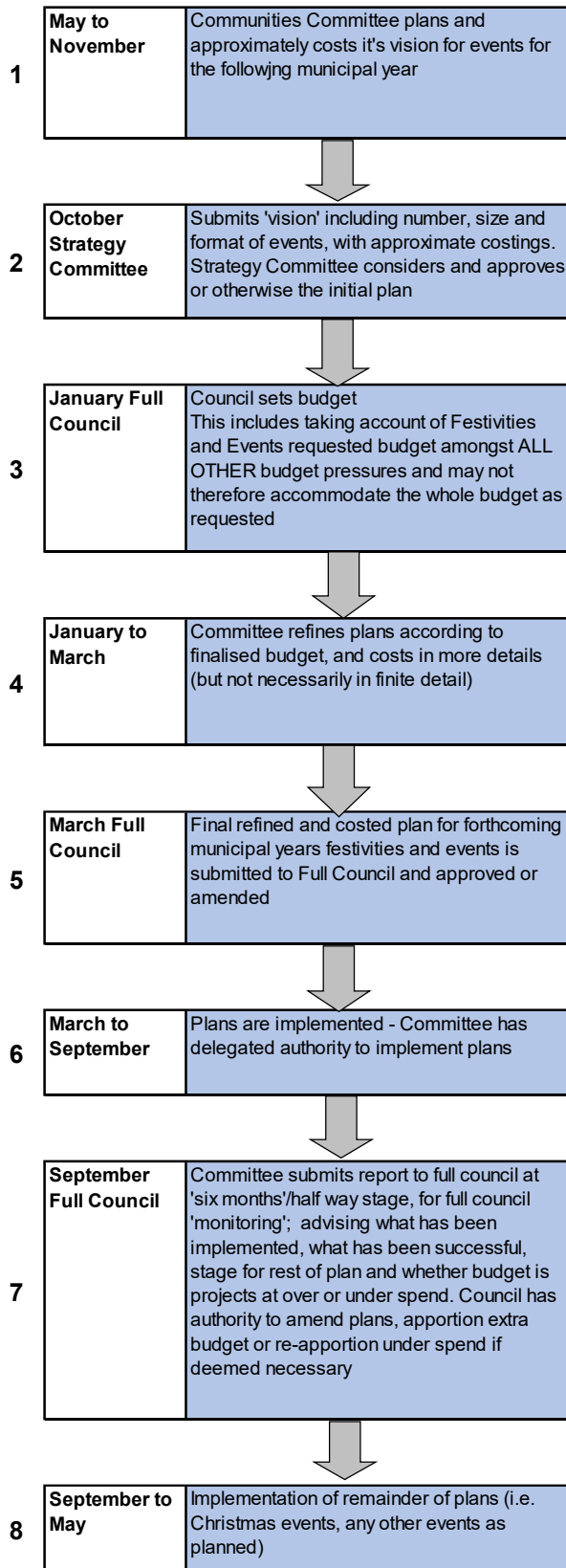
This will work on a rolling annual schedule, with two plan submission dates and a September 'six months progress' report back to council as follows:

The committee will project manage or act as liaison with the Council Youth Services (including the Youth Café, East Side Youth Club, The Friday Night Project, the Youth Council and Youth Mayor) in consultation with the appropriate officers and any other relevant stakeholders and partners.

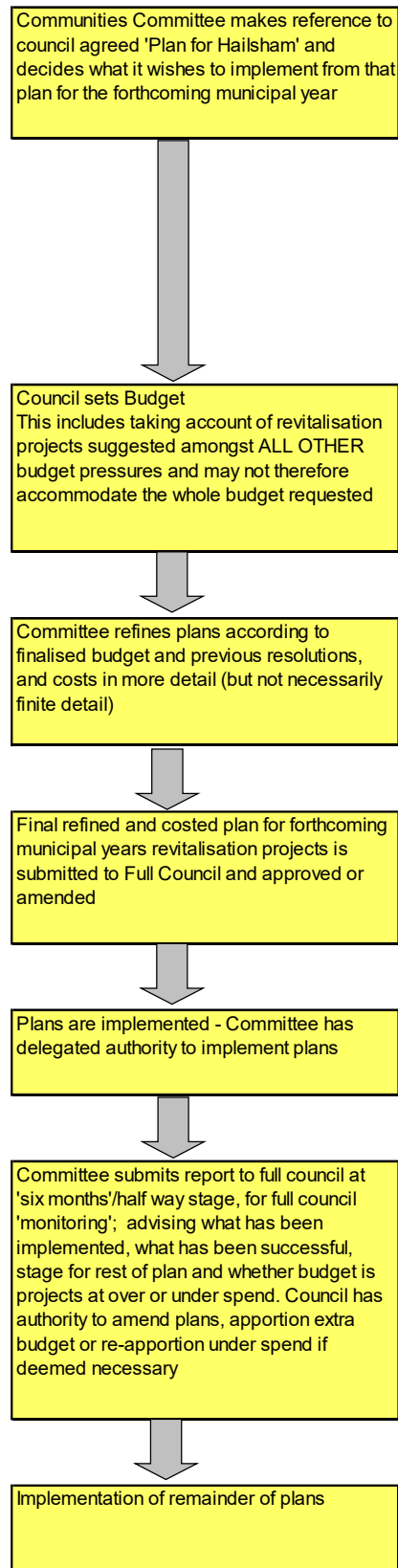
All delegated authorities shall be subject to any Standing Orders in place requiring council to make final decisions if so requested.



**Festivities and Events Budget**



**Revitalisation Fund**



**Communities Committee Planning and Implementation Cycle**

