



# Battle Town Council



## External Relations and Town Development Committee *Draft - Terms of Reference*

**Committees of the Council shall, at all times, act in accordance with the standing orders of the Council.**

### Objectives

1. To seek to improve the condition of Battle and the facilities available, in the interests of its residents and businesses.
2. To ensure good communications with residents, voluntary and statutory bodies in Battle, local business and English Heritage, and vice versa.
3. To work with other bodies in Battle to bring to fruition joint projects to the benefit of the people of Battle and its visitors.

### Specific

4. To propose a plan, in the context of its terms of reference, for the further development of Battle.
5. To organise appropriate events in the town, including the annual Parish Assembly, and to organise or co-operate in such other events as the Council may determine.
6. To undertake specific community or promotional projects requested or approved by the Council.
7. To determine and monitor the Council's policy and strategy on communication issues, both internal and external.
8. To produce three newsletters and the Annual Report each year, the Council's Annual Report and such other publications as may be required by the Council.
9. To oversee the design and content of the Council's web-site and social media.
10. To deal with tourism-related matters and to recommend to Full Council a representative to attend meetings of the Battle and District Chamber of Commerce and its Marketing Committee.
11. To undertake risk assessments relating to the Committee's area of responsibility.
12. To make annual budget recommendations relating to its area of activity and thereafter to manage performance against the approved budget.

### Membership

13. The membership shall be a minimum of three members nominated by the Full Council at its Annual Meeting, or at any other time that a vacancy arises, plus the Chair and Deputy Chair of the Council. The Chair of the Committee shall be selected by Full Council at its Annual Meeting, or at any other time that a vacancy arises, plus the Chair and Deputy Chair of the Council. The Chair of the

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Committee shall be selected by the members and in his or her absence the Deputy Chair of the Committee shall chair the meeting concerned.

## Mode of operation

14. The Committee shall establish sub Committees or working groups as required to make proposals, monitor progress and deliver reports on specific areas of its responsibilities.
15. The Committee shall meet a minimum of six times an operational year with additional meetings as and when required.
16. The Committee shall report to the Council and present a report twice a year on progress in relation to the Committee's objectives and the Council's Strategic Plan.