



Chichester City Council

Terms of Reference Community Affairs Committee

1. The Community Affairs Committee is constituted as a Standing Committee of Chichester City Council.
2. The Committee composition shall be a minimum of three and no more than six Councillors as voting members not less than three members of the group constituting a quorum.
3. The Mayor shall be ex-officio member of the Community Affairs Committee.
4. Membership of the Committee shall be ratified at the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Committee.
6. The Community Affairs Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Community Affairs Committee shall meet at least four times per year and the dates shall be included in the Schedule of Meetings.
8. The Community Affairs Committee shall be delegated to make decisions on behalf of the Council in the following matters:
 - a. Emergency planning.
 - b. Local rights and traditions and civic and ceremonial matters.
 - c. Community events.
 - d. Approval of expenditure items within the Committee's existing annual budget relating to activities delegated to the Committee by Council.
 - e. Issues related to amenities provided for the City by other authorities and organisations, excluding items delegated to the Planning and Conservation Committee.
 - f. All matters concerning tourism development and promotion within the City and adjacent to it or likely to have an impact upon the City.
 - g. Allocation and monitoring of grants from the annual Grant Budget.
 - h. Annual review of effectiveness of all services delivered by the Council to the local community.
 - i. Annual review of all relevant health and safety matters, risk assessments and safeguarding policies and ensuring legislative compliance for all services delivered by the Council to the local community.
 - j. To appoint such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.
 - k. Monitoring of new projects and initiatives put forward by this committee.

9. The recommendations and decisions made at the Community Affairs Committee shall give due and proactive regard to actions which:
 - a. Address or support Chichester City Council's response to the climate emergency (declared in 2019)
 - b. Support, improve and nurture the inclusivity of Chichester for all residents and visitors, and address inequalities
 - c. Support the delivery of the vision and activities outlined in the Chichester City Council Business Plan
10. The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.
11. The Community Affairs Committee shall be delegated to make recommendations to the Council in the following matters:
 - a. Representation on outside bodies
 - b. Development of new services for the local community
 - c. Development of new facilities for the local community
 - d. Grant funding award criteria
 - e. Recommendation of the Committee's budget to the Finance Committee each financial year
12. All correspondence shall be conducted through the Town Clerk wherever possible.
13. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.

Adopted: 28 February 2024

Minute ref.: 88 (Meeting of Council – 28 February 2024)

Modified: 24 September 2025

Minute ref.: Council2025/11 (Meeting of Council – 24 September 2025)