



**Chichester City Council**

### **Terms of Reference Community Liaison Sub-Committee**

1. The Community Liaison Sub-Committee is constituted as a Sub Committee of the Community Affairs Committee of Chichester City Council.
2. The Sub-Committee composition shall be a minimum of four and no more than twelve Councillors as voting members with a third of members and not less than two members of the group constituting a quorum.
3. There are no ex-officio members of this sub-committee.
4. Membership of the Committee shall be ratified at the first meeting of the Community Affairs Committee following the Annual Council Meeting in May of each year.
5. The Chairman shall be elected annually by the Sub-Committee
6. The Community Liaison Sub-Committee Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Community Liaison Sub-Committee Committee shall meet at least four times a year.
8. The Community Liaison Sub-Committee is responsible for the monitoring and maintenance of City Council relationships with key community stakeholders and groups. Its purpose is to liaise directly with the organisations working in the community sector, to understand the activities and services being delivered and to ensure that the City Council is well briefed on emerging issues and trends to inform future policy and project development.
9. The Community Liaison Sub Committee shall be delegated to make decisions on behalf of the Community Affairs Committee in the following matters:
  - a. Authorisation of expenditure from international relations budgets within agreed budget limits.
10. The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.
11. The Community Liaison Sub Committee shall be delegated to make recommendations to the Community Affairs Committee in the following matters:
  - a. New projects and proposals to improve community support and address emerging issues in the City.
  - b. To make annual budget recommendations to the Community Affairs Committee.

- c. To report back to the Community Affairs Committee and request Committee time to examine areas of concern.
- 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.

**Approved at a meeting of the Sub-Committee – 21 November 2025**

**Minute reference - 5**