



Community Engagement Working Group

Terms of Reference

1. Purpose

To investigate, advise, and improve communication pathways and engagement between Stokenchurch Parish Council and the community.

2. Objectives

- To raise the profile of the Parish Council with residents, community groups and businesses of Stokenchurch, Studley Green, Beacons Bottom, and Water End.
- To increase engagement/communication between the Parish Council and residents, community groups and businesses.
- To work closely with staff members to create a schedule of social media posts and/or newsletters, and other forms of publication.
- To investigate areas the parish council can improve, and ways the council can receive feedback from parishioners, including but not limited to surveys/feedback forms.
- To investigate opportunities to increase feedback and engagement with residents, community groups and businesses, including but not limited to workshops, in-person events, etc.
- To encourage residents, community groups and businesses to work with Stokenchurch Parish Council on initiatives and community events.
- Improve relationships with residents, community groups and businesses.
- To consider community initiatives for the calendar year.

3. Membership

- Comprised of Parish Councillors appointed by resolution.
- May include non-councillor members (e.g. residents, volunteers) in an advisory role.
- A lead member (Event Coordinator) to be appointed by the group.

4. Meetings

- Held regularly in the lead-up to the event
- No quorum or formal voting procedures required.

5. Authority & Limitations

- The Working Group has no delegated authority to make financial or contractual commitments.
- All decisions must be referred to Full Council for approval.
- The group may liaise with the Clerk for publications, data collection and implementing findings.

6. Responsibilities

- Identify and recommend improvements the council can make to increase its communications.
- Report to full council recommendations and findings from feedback.
- Create publications: posters, flyers, social media posts.

- Liaise with businesses for sponsorship/donations for projects.

7. Reporting

- A member of the Working Group will make recommendations to the Full Council.
Reports may be verbal or written, depending on the issue.

8. Review

- This ToR will be reviewed as required.