Exmouth Town Council
Town Hall, St Andrews Road
Exmouth, Devon, EX8 1AW
tel: 01395 276167
email: reception@exmouth.gov.uk
www.exmouth.gov.uk

EXMOUTH COMMUNITY ENGAGEMENT TASK AND FINISH FORUM (TAFF)

Purpose: To explore and recommend ways to enhance community engagement in Exmouth, ensuring alignment with the National Association of Local Councils (NALC) Quality Council criteria, and to support inclusive, transparent, and effective communication between the Town Council and its residents.

Partners: Relevant community stakeholders.

Membership: Nine members plus invited community representatives as appropriate.

Quorum: Three members

Power: Local Government Act 1972 and associated community engagement powers.

Delegated Authority: No

1. Terms

1.1. The Council's Standing Orders apply to all meetings of the TAFF.

1.2. The first order of business of the first meeting of the Forum after its annual appointment will be to elect a Chairman.

1.3. The Chairman and Vice Chairman of the Council shall be Ex-officio, non-voting members of the TAFF.

1.4. The Town Clerk will call meetings of the TAFF as and when necessary.

1.5. Meetings shall not be open to the public.

1.6. Members of the Forum will receive an agenda and supporting papers in accordance with the Council's Standing Orders.

1.7. Meeting notes will be published in accordance with the Council's Standing Orders.

1.8. Members of the TAFF must be familiar with Exmouth's Town Council's current Community Engagement Strategy and Quality Council criteria.

2. Responsibilities

2.1. To review current community engagement policies and practices to identify areas for improvement.

2.2. To explore innovative and inclusive methods of engaging with all sectors of the community, including underrepresented groups.

2.3. To ensure that community engagement activities meet the standards set out in the

NALC Quality Council criteria, including:

- Providing clear information to the community
- Encouraging community participation in decision-making
- Demonstrating outcomes from engagement activities

2.4. To recommend practical actions and strategies to Full Council that will enhance transparency, trust, and two-way communication with residents.

2.5. To consider digital and non-digital engagement tools to ensure accessibility for all.

2.6. To liaise with local organisations, schools, and voluntary groups to strengthen community networks

Adopted by Exmouth Town Council on 28.07.25

Reaffirmed: 18th May 2026
Review date: May 2027