

Communications Working Party Terms of Reference

1	POWER TO DECIDE	Yes Decisions to be by majority vote of those Members present
2	POWER TO ACT	Yes (but only on issues relating to the Communications Working Party where the costs have been previously approved by the Council)
3	POWER TO SPEND	No
4	MEMBERS	Chair and Vice Chair of the Council up to 7 Councillors
5	QUORUM	3
6	CHAIR	Elected at the first meeting of the Working Party following the Annual Meeting of the Parish Council
7	VICE CHAIR	Elected at the first meeting of the Working Party following the Annual Meeting of the Parish Council
8	MEETINGS	The Committee will hold at least four meetings a year
9	UNDERTAKINGS	<ul style="list-style-type: none"> a) to look at ways to promote the Council and its activities b) to monitor and update the websites c) to monitor and update the social media pages d) to monitor and review the Community Engagement Strategy e) to monitor and review the Digital Strategy. f) to monitor and review Data Protection compliance. g) to monitor and review the Media Relations Strategy h) to monitor and review the Council's Publication Scheme i) to recommend the content for the Council's Action Plan j) to prepare a quarterly newsletter k) to look at funding options
11	REPORTING	<ul style="list-style-type: none"> a) to produce a report, in the form of Working Party minutes, to full Council at least 4 times a year b) to report on all aspects of the Working Party c) to inform the Council's budgeting process on likely expenditure requirements for the forthcoming year
12	ACCOUNTS	The Accounts of the Working Party will form part of the Council's Accounts and will be audited as part of the Council's Accounts