

SHAVINGTON-CUM-GRESTY PARISH COUNCIL

COMMUNICATIONS COMMITTEE

TERMS OF REFERENCE

- 1 The Communications Committee is a Committee of the Parish Council (under S.101 of the Local Government Act 1972).
- 2 The Committee shall operate within the Parish Council's Standing Orders and Financial Regulations.
- 3 The Committee shall be a Standing Committee (to be re-appointed at the Annual Meeting) comprising five parish councillors and up to two non-voting non-Parish Council members.

The Committee shall have the power to co-opt the non-Parish Council members of the Committee.
- 4 The Committee shall elect its own Chairman at its first meeting following the Annual Meeting of the Parish Council.
- 5 The quorum shall be three parish councillors.
- 6 Number of meetings in an ordinary year: as and when required.
- 7 Notice of meetings shall be in accordance with public notice requirements as set out in the Public Bodies (Admission to Meetings) Act 1960.
- 8 Minutes of the Committee meetings shall be prepared by the Clerk and submitted to the next Committee meeting for approval. The draft minutes shall be submitted to the Parish Council for information.
- 9 The Committee's responsibilities and powers shall be as follows:
 - To develop and maintain a plan to improve communication between the Parish Council and its residents, to enable greater engagement with the community.
 - To manage, maintain and further develop the 'Shavington Online'/'Shavington-cum-Gresty Community' identity including but not limited to:
 - Promoting events, activities and local organisations to the residents within the parish.
 - Managing and promoting the 'Shavington Online' website.
 - Managing and promoting the 'Shavington Online' social media accounts.
 - Designing and producing a quarterly newsletter for distribution to each household in the parish.
 - Designing and producing 'welcome packs' for distribution to new residents in the parish at such frequency as determined by the Committee.
 - Liaising with groups, both local and borough wide, as appropriate, in respect of communication matters.
 - Producing and updating directories and visitor information as necessary.

- To manage, maintain and further develop a consistent corporate identity to be used by the Parish Council on its website and all publications.
 - Managing and promoting the Parish Council section of the 'Shavington Online' website.
 - Managing and promoting the Parish Council social media accounts.
 - Making full use of the range of media opportunities to promote the Parish Council, including Shavington Online and social media.
 - Offering advice on internal Parish Council communications.
- To prepare budget proposals for the forward year to be presented to the Finance Committee by no later than October each year.
- Under delegated powers, to monitor and allocate spending as identified within the allocated budget.
- The Committee shall have delegated authority to spend within its authorised budget up to £500 on any one occasion, in accordance with Regulation 4.1 of the Financial Regulations. Spending in excess of £500 shall be recommended to the Parish Council.
- To develop proposals for Wi-Fi in the village hall, and to seek quotations for its installation.
- To consider quotations for the installation of Wi-Fi in accordance with the Financial Regulations, and to approve a quotation for the project.
- To make recommendations to the Parish Council as and when required.

10 Urgent Business:

Urgent business which must be addressed before the next meeting of the Committee, or the Parish Council, may be dealt with by the Clerk, in consultation with either the Chairman of the Committee or the Chairman of the Parish Council, whichever is appropriate, in accordance with Regulation 4.1 of the Financial Regulations.

11. Terms of Reference for the Committee shall be reviewed at the Annual Meeting of the Parish Council, and the Committee itself shall make recommendations for change, as and when considered appropriate.