

EDGMOND PARISH COUNCIL
Communication Committee
Terms of Reference

Elections and Set up of Committee:

The Full Council, at its Annual General Meeting shall elect Members to this Committee. Members will remain in post until the next Annual General Meeting unless they cease to be a Member during the year.

Membership will consist of at least 4 Members with a Quorum of 3.

The first meeting of the Committee shall elect a Chairman and Vice Chairman and confirm the Terms of Reference. The Committee shall act under the Standing Orders of the Council at all times.

Strategic Aim:

To effectively enhance and monitor COMMUNICATION with the community in and around the Parish of Edgmond.

To keep all members of the Community informed about Parish matters using the Community Website, Magazine and Noticeboards.

To listen to members of the community, to act on their concerns and, wherever possible, ensure that they are kept informed of the outcome of our work.

To ensure the Parish Council meets the requirements of the Transparency Code at all times, using the Website.

To foster excellent links with local groups and organisations and to work with local businesses and Harper Adams University.

Ongoing Activity:

- Report areas of concern at the earliest opportunity.
- Monitor effective communication, including social media where appropriate
- Liaise with the community about the needs of the parish.
- Recommend any proposed expenditure to Full Council.
- Support the production of the Parish Magazine
- Ensure the parish noticeboards are available and maintained
- Act as the link to other organisations via the website wherever possible.
- Administer and update the Parish Website on a regular basis, ensuring that it meets the requirements of the Transparency Code

Meetings:

To meet at least three times per year.

Additional Meetings may be called as and when required.

All meetings will be recorded and a report to the next Full Council will be made available in written form for all Members to be kept informed.

Review:

Any three members of this committee may call a meeting via the Clerk and include on the Agenda a proposal for any item within the Terms of Reference to be discussed.

SignedDate.....