



TERMS OF REFERENCE

EVENTS & COMMUNICATIONS COMMITTEE

Membership – up to 9 Members

(To be elected annually at the Annual Meeting of the Parish Council each year)

- The Events & Communications Committee is to consist of up to 9 members
- The Chair of the Committee is to be elected annually at the Annual Council meeting of Stainland & District Parish Council and shall hold office until the next Annual Council meeting.
- The quorum of the committee is three.

Aims

To communicate to residents, other stakeholders and the wider world the decisions, services and activities of Stainland & District Parish Council and to actively encourage engagement and accessibility.

Meetings

The Clerk will call the Events & Communication committee meetings as and when necessary. Members will be summoned to attend meetings which will be held in Stainland Library and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

Documentation

Minutes of all meetings will be recorded and then will be circulated by the Clerk. All resolutions and recommendations to Full Council shall be recorded in the minutes of the meetings

Accountability

The Communications committee must not act ultra vires. Any recommendations it may wish to make outside its terms of reference shall be recorded in the minutes for consideration by Full Council.

Scope

- To be responsible for the Parish Council's communications including website, newsletters and promotional materials, social media platforms and events
- To use a variety of methods of communication to enhance accessibility and promote community engagement.
- To be responsible for the production of the Parish Council newsletter
- To maintain the notice boards within the Parish
- To create and provide marketing and promotional material to support events and activities organised and supported by Stainland & District Parish Council
- To provide policies and strategies for Stainland & District Parish Council in relation to its marketing, consultation and communications activities
- To be responsible for and deal with the Abusive, Unreasonably Persistent or Vexatious Members of the Public policy
- To be responsible for the risk assessment of all Parish Council activities and events.
- To be responsible for Events & Communications financial expenditure, forecasting and budget

Reviewed October 2020

Review

The Events & Communications committee's terms of reference are to be reviewed annually at the Annual Council Meeting.

Adopted 17th October 2019
