

Stretham Parish Council
Communications Sub-committee

Terms of Reference

Sub-committee Name:

Communications

Type:

Advisory

Purpose:

Responsible for the maintenance, development and the operation of the following communication methods:

Village newsletter

Parish Council website

Scope:

To ensure adequate provision of communication to the village residents on council matters.

Authority:

To provide recommendations to Council in respect of operational matters related to the Newsletter, website and any other method of communication the council decides to use.

As per Financial Regulation 4:

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the **approved budget**. This authority is to be determined by:

- The Council for all items over £1,000
- A duly delegated sub-committee of the council for items over £500; or
- The Clerk, in conjunction with the Chairman of Council or Chairman of the appropriate sub-committee, for any items below £500

To ensure compliance with current Standing Orders and Financial Regulations adopted by the Council.

Membership:

A minimum of 3 councillors will be on the sub-committee. Members may include non-councillors.

The chair of the communications sub-committee will be appointed at the Councils Annual Meeting.

Meeting arrangements:

All meetings to be conducted in accordance with Standing Orders Item 3.

The sub-committee shall meet as and when needed.

At each meeting, minutes will be taken and presented to the next full Parish Council meeting, where any recommendations will be put forward for approval.

A minimum of three clear days' notice of a meeting is required. The three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.

If the sub-committee chair is unable to make a meeting, the meeting will still go ahead with another sub-committee member chairing – this is to ensure business is dealt with promptly.

A minimum of 2 sub-committee members must attend a meeting.

Reporting:

The sub-committee reports to the Parish Council; Minutes of each meeting will be presented to the next full Parish Council meeting, where any recommendations will be put forward for approval.

Risk Assessments:

The Sub-committee is responsible for the writing and annual review of a communications risk assessment.

These Terms of Reference will be reviewed annually and may be amended, varied or modified after a review.

October 2019