

# **STRATFIELD MORTIMER PARISH COUNCIL TERMS OF REFERENCE**

## **COMMUNICATIONS WORKING PARTY**

### **Purpose of the Working Party**

The Working Party's purpose is to advise on and manage communication activities as agreed by the Finances and General Purposes Committee.

### **Membership of the Working Party**

At least three members of the Council as appointed by the Finances and General Purposes Committee and members of the public co-opted, as required, as appointed by the Finances and General Purposes Committee.

### **Aims and Objectives**

- Create an approved Communications Policy that includes a definition of the communications function and its activities.
- Create an approved social media policy (taking the original Facebook and West Berks Council's social media policies as its basis).
- To advise on the Council's communications policy and strategy.
- To oversee and co-ordinate the production and delivery of the Council's newsletters.
- To advise on and oversee where appropriate, public consultations, parish forums and the Annual Parish Meeting.

### **Ways of Working**

- The Working Party will elect a Chair at its first meeting. Should the need for the Working Party extend past a year, then further elections of a Chair shall take place at each of the Working Party's subsequent first meetings of the new Council year.
- Members of the public may be co-opted as agreed by the Finance and General Purposes Committee.
- Meetings will not be held in public and Standing Orders are not, therefore, applicable. The Code of Conduct will still apply.
- Meetings will be held when necessary and may be called by any member of the Working Party. Meeting notice and agenda shall follow normal committee practice (at least one week's notice and with a defined agenda).
- A councillor shall be appointed to take the notes to be reported back to the Finance and General Purposes Committee.
- Recommendations by the Working Party on the management of the communications will be made to the Finances and General Purposes

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Committee. All decisions and approval of associated expenditure will be made and minuted at the Finance and General Purposes Committee meetings and shall be managed in accordance with Standing Orders and Financial Regulations.

- If required, the Finance and General Purposes Committee may disband the Working Party should it be appropriate.