

Terms of Reference
Communications Committee

The Communications Committee is responsible for the management of the Council Communications budget and any external Communications funding.

Delegation

1. Chapel-en-le-Frith Parish Council has agreed to adopt the Communications Committee Terms of Reference at its meeting held on 29 September 2020 and has recorded the decision under minute number 21/94.
2. Chapel-en-le-Frith Parish Council will consider reviewing the Terms of reference annually.
3. The Council has delegated powers to the Communications Committee to spend within the agreed budget heads. There is no provision delegated for virement between budget heads as that has to be agreed by the Full Council.
4. Any decisions made by the Communications Committee cannot be implemented until they have been ratified by the Full Council.

Procedures

1. The Communications Committee will operate within Chapel-en-le-Frith Parish Councils Standing Orders.
2. At the first meeting of the committee after the Annual Meeting of the Council, it shall elect a Chairman for 12 months.
3. The Communications Committee will submit its minutes of meetings, including decisions for ratification and adoption at the next Ordinary Meeting of the Council.
4. The Communications Committee will submit a draft budget and/or project considerations for the forthcoming financial year for inclusion in the budget setting process, to the Finance Committee.
5. Should the Communications Committee wish to co-opt non-voting members this will be subject to approval by the Full Council.

Meetings

1. The Communications Committee will aim to meet four times as a minimum in the municipal year.
2. Eight Councillors will be members of the Committee. No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.
3. There will be an agenda item allowing the public to speak at the start of each meeting.

Terms of Reference

The functions of the Committee will be:

1. To oversee the management of the Councils Communications budget
2. Any funding from external sources will be held by the Parish Council
3. To produce the Councils newsletter
4. To monitor the content on the Councils website and it's ongoing maintenance
5. To monitor the Councils Social Media profiles and policies
6. To oversee the Councils branding and design
7. To oversee the Councils noticeboards and ensure information is kept up to date
8. To write Press Releases
9. To promote tourism in the Parish
10. To engage with local community groups to promote local events
11. To facilitate the live streaming of Council meetings within an agreed budget
12. Any quotes made to the press by individual members will not be made on behalf of the Council.

Delegated Powers to Officers

1. Day to day management as outlined in the Terms of reference
2. Day to day management of of the website and its content
3. Day to day management of the Councils social media profiles
4. To issue Press Releases on behalf of the Council

Adopted: