



## Terms Of Reference

### **Communications Committee**

1. To improve the profile of the Parish Council by promoting and improving communication with local residents, through:
  - a) Continually improving communications via the Parish Council website and social media.
  - b) Preparing a newsletter.
  - c) Preparing a Community Engagement Strategy to establish the views of the residents and business community on issues within the parish via consultation groups, public meetings etc.
2. To facilitate and organise events within the Parish, thereby raising the profile of the PC.
3. Consulting with, listening to and continuing to support and acting on behalf of the Parish. All proposals to be dealt with in an unbiased manner, the only constraints being feasibility and finance.
4. In the interest of public participation, any member of the public may address the Committee on an information only basis, unless the subject is already on the agenda. Alternatively, items raised will be debated at future meetings.
5. To provide the Full Council with estimates for future work programmes, particularly as a contribution to the preparation of the budget.
6. All recommendations to be reported to Full Council for its approval other than matters that are delegated to communications committee listed below:
  - Event management
  - Christmas
  - Printed Media
  - Digital Media
7. The committee has delegated authority under s101, LGA 1972 to make all decisions relating to expenditure provided the net cost does not exceed the budget set by full council. (Minute recorded at Full Council Meeting 3.9.19)

Approved by Full Council

Signed Chair:

Date: