



Communications Committee Terms of Reference

Approved: 5th May 2022

Item: 023/FC/2223a.

Review date: May 2023

Signed by: Chair, Councillor Martin Eyre

Membership:

Six (6) Councillors and two (2) non-councillor members of the public. Non-councillor members are permitted to participate in all discussions but are not allowed a vote.

Members will be appointed annually by the council at the Annual Meeting of the Parish Council in May. Non-councillor members should express their interest in joining a committee in writing to the Clerk at least seven days prior to the Annual Meeting.

- The Chairman and Vice-Chairman of the Committee are to be elected annually by the Communications Committee at the first meeting after the Annual Council meeting of Kippax Parish Council and shall hold office until the next Annual Council meeting
- The quorum of the Committee is 3 voting members

Role

The Communications Committee has certain delegated powers to make decisions and spend, within its allocated budget, for all activities related to the delegated powers. The committee is also responsible for reviewing external communications activity and associated policies to refer to council for consideration.

Meetings

Meetings of the Communications Committee will take place on the first Monday of each month but can be cancelled at the discretion of the Committee. Extraordinary meetings of the Communications Committee can be convened by the Chairman of the committee as and when necessary or, if the Chairman of the committee does not call an extraordinary meeting within 2 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

Members will be summoned to attend meetings which will be held in a venue in Kippax and Public Notice of the Meeting shall be given in accordance with Schedule 12, Para 10(2) or the

Local Government Act 1972. The committee shall abide by the Standing Orders adopted by Kippax Parish Council.

The committee Chairman will preside at meeting, or in their absence a Vice-Chairman. If neither the Chairman or Vice-Chairman are present, the first item should be to appoint a member councillor to preside at the meeting as Chairman.

Documentation

Agendas will be prepared by the Clerk and published in accordance with Kippax Parish Council's Standing Orders and Administration of Agendas and Minutes policy. The meeting will include a public forum that will last for 10 minutes.

Minutes of the meetings will be recorded by the Clerk and ratified by Communications Committee. The minutes will be circulated to full council for information and published on the website.

The committee will present all relevant financial documents to the Finance and Corporate Governance committee at its monthly meeting.

Accountability

The Communications Committee has delegated powers to act and make decisions on behalf of the full council in relation to the defined terms of reference only; any matters outside the remit of Communications Committee's terms of reference shall be referred to the full council as recommendations for consideration.

Scope

- The committee has delegated powers to create an annual village calendar and determine the design and costs associated with the calendar within the allocated budget
- The committee has delegated powers to create a quarterly Kippax Matters Magazine and to determine the size of the magazine and increase print quantities where required and to deliver copies to each household and businesses in the parish
- The committee has delegated powers to consider the costings of the Kippax Matters magazine including costs associated with printing and advertising within the allocated budget
- The committee should, where possible, include all submissions in the magazine made by the council and/or councillors including but not limited to, The Chairman's letter, reports on events, reports on funding applications
- The committee has delegated powers to appoint a working group to manage the editing and delivery of the Kippax Matters Magazine
- The committee has the delegated power to review the content on social media and the council's website and request items to be added by the Clerk
- The committee is responsible for planning the annual Village Meeting and recommending dates, locations and invitees to the Chairman of the Council

- The committee will consider all activities to promote the council in the community, including but not limited to, signage, notice boards, branded clothing, consultations and showcases and refer them to full council for consideration
- The committee will consider additional information documents including but not limited to walking and leisure guides, information posters and advertisements and refer them to full council for consideration
- The committee will liaise with the Clerk and the Chairman of the council to respond to media enquiries and issue information to the press
- The committee will review the Media and Communications Policy on an annual basis and refer to full council for consideration
- The committee will review the Photography Policy on an annual basis and refer to full council for consideration
- The committee will review the Social Media Policy on an annual basis and refer to full council for consideration
- Members (including non-councillor members) of the committee may undertake training from time to time to support their role; this will be done in conjunction with the Clerk and with regard to the Council's training budget.

Review

The Communications Committee terms of reference are to be reviewed annually at the Annual meeting of the Council.