



Communications Committee Terms of Reference

Approved: 15/10/2020 (Item 142/2020a)

Review date: April 2021

Signed by Chair, Councillor Martin Eyre

Membership:

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

To be elected annually at the Annual Meeting of the Parish Council in May

- The Chair and Vice-Chair 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. A meeting of the Communications Committee can be convened by the full council or the Chair of the committee as and when necessary.

Members will be summoned to attend meetings which will be held either via Zoom or 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 Chair will be in charge of the meeting, or in their absence a Vice Chair. If neither the Chair or Vice Chair are present, the first item should be to select a member councillor to chair the meeting.

Documentation

Agendas will be prepared by the Clerk and published in accordance with Kippax Parish Council's Standing Orders. The agenda 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 committee at the 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 recommendations without delegated powers to act and make decisions or outside the Communications Committee's terms of reference shall be made to the full council.

Scope

- The committee has delegated powers to create an annual village calendar and determine the design and costs associated with the calendar
- 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
- The committee should, where possible, include all submissions in the magazine made by the council and/or councillors including but not limited to, The Chair's letter, reports on events, reports on funding applications
- The committee has delegated powers to appoint a sub-committee to manage the editing and delivery of the Kippax Matters Magazine
- The committee has the delegated power to organise a Christmas Card competition with local schools, appoint a judging committee and determine relevant prizes
- The committee has the delegated power to review the content on social media and the 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 council for consideration
- 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 Chair of the council to respond to media enquiries and issue information to the press

- The committee will review the Media 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-council 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 first meeting after the Annual Council meeting.