



## **Newsletter Committee**

### **Terms of Reference**

**Approved: 15<sup>th</sup> May 2025**

**Minute Reference: 008/FC/2526d**

**Review date: May 2026**

***M Eyre***

**Signed by: Chair, Councillor Martin Eyre**

#### **Membership**

Nine Councillors

Members will be appointed annually by the council at the Annual Meeting of the Parish Council in May.

- The Chairman and Vice-Chairman of the Committee are to be elected annually by the Newsletter 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
- Members may, at any time, resign from the Committee by given written notice to the Clerk. The resignation will take immediate effect.
- Full Council may amend the membership and elect additional Councillors onto the Committee at any time

#### **Role**

The Newsletter Committee has certain delegated powers to make decisions and spend, within its allocated budget, for all activities related to the delegated powers.

#### **Meetings**

Meetings of the Newsletter Committee will take place on the third Thursday of the month. 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 the Newsletter Committee. The minutes will be circulated to Full Council for information and published on the website.

### **Accountability**

The Newsletter 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 Newsletter Committee's terms of reference shall be referred to the Full Council as recommendations for consideration.

### **Scope**

- The committee has delegated powers to create a Kippax Newsletter to be published on the Website and KPC social media sites and to determine the frequency of publication of the newsletter.
- The committee has delegated power to determine the quantity of the newsletter to be printed and the distribution of the printed copies of the newsletter.
- The committee has delegated power to approve the cost of printing the newsletter within the allocated budget.
- The committee has delegated powers to approve advertising within the newsletter including the charges to be made for any adverts.
- The committee has delegated power to determine the size and content of the newsletter. The committee should, where possible, include all submissions in the Newsletter made by the council, it's committees and/or councillors.
- The committee has delegated powers to appoint members of the committee to a working group to manage the editing and distribution of the Newsletter. The editing working group will present the final version of the Newsletter to the committee for approval before it is published and printed for distribution.
- The committee has delegated powers to operate a separate email address for the newsletter and to appoint members to manage the email communications for it.
- 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 Committee will review the Newsletter Committee terms of reference annually and will make recommendation to Full Council at the Annual meeting of the Council