



Terms of Reference – Communications Committee

Name

Communications Committee

Type

Standing Committee governed by Council's Standing Orders, regulations, policies and legislative requirements.

Purpose

1. To provide and review the infrastructure and guidelines for the delivery of effective communications both with the elected members of the council, to the parish and with external agencies.

Scope

Matters internal and external communication strands of HPC

Authority

- The committee may expend up to £1,000 per meeting.
- The committee may make recommendations to Full Council.
- The committee may establish subcommittees and working groups which report to the committee.

Membership

- The committee shall consist of a maximum of six members.
- The quorum shall be three elected members.
- The election of a Chairman will be the first business transacted to preside over future meetings – to be re-elected each year following the Annual Parish Council meeting.
- An additional 3 persons, who are not members of the Parish Council, may be co-opted to the committee to provide expertise and guidance on specific issue for a limited time. Co-opted members will not have voting rights.
- The Chairman & Vice Chairman of the Parish Council will have automatic membership and full voting rights.
- The Chairman and Vice Chairman of the Parish Council will indicate their attendance or extend their apologies prior to the meeting by notifying the Clerk or Chairman of the Committee.

Meeting Arrangements

- The Committee shall meet a minimum of 4 times per year.
- Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors for information and adoption at the next Parish Council meeting.
- The Parish Clerk will be responsible for arranging the distribution of the Agenda & Minutes.
- Minutes will be recorded by the Clerk or designated person.
- The minutes will be published on the Parish website.



Reporting

To report to Full Council.

Responsibilities & Deliverables

- To ensure a cohesive and consistent corporate identity for HPC through logos, signage and printed media
- To establish and review at regular intervals a website which meets statutory Accessibility and Transparency requirements and delivers an effective source of information to members of the public
- The provision and updating of notice boards at specific locations to promote Parish Council meetings and initiatives.
- To establish and review at regular intervals how HPC communicates with local interest groups
- Any other communications issues as requested by the main Council or committee currently serving upon the council. Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

Review

To review annually in February the policies and Terms of Reference of the committee its subcommittees and working groups.

Reviewed by the Comms Committee on 7 October 2020

To Be Resolved by Full Council – 13 October 2020

M Woof

7/10/2020

Date of policy: 13 October 2020

Approving committee: Full Council

Date of committee meeting: October 13, 2020

Policy version reference: V1.0

Supersedes:

Policy effective from: 13 October 2020

Date for next review: May 2022