

Fradley and Streethay Parish Council
Communication Working Group – Terms of Reference

Introduction:

Fradley and Streethay Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

Membership:

The Working Group shall consist of up to 3 Councillors who shall be elected each year at the Annual Parish Council Meeting, or at any other Full Council Meeting as appropriate.

The Working Group can also include up to a maximum of 6 members of the public making the Working Group up to a maximum of 9 people including 3 elected Councillors.

The quorum of the Communications Working Group will be 3 Members.

Councillors who are not elected to sit on the Communication Working Group will be informed of any meetings to be held and are able to attend, input and ask for any relevant Working Group documentation.

Procedures and Functions:

The Communications Working Group will operate within Fradley and Streethay's Code of Conduct.

The Communication Working Group are tasked by the Full Council to deal with the following items, this list is not exhaustive and can be added to as appropriate:

- Parish Council Facebook Page.
- Parish Council Website
- Parish Council Notice Board repairs/replacement
- Branding and Design.
- Public Relations

The Communication working Group will monitor the content of the Council's Social Media profiles and make recommendations to Full Council for its development and on-going maintenance.

The Communications Working Group will monitor the content of the website and make recommendations to Full Council for its development and on-going maintenance.

The Communication Working Group will make recommendations to Full Council about the Council's branding and design.

The Communication Working Group will make recommendations to Full Council for its public relations.

The Communications Working Group to examine issues in full, read reports and related materials, examine options and where appropriate obtain advice on behalf of the Full Council.

The Communication Working Group can act or liaise with experts where required, but any associated costs are to be approved by Full Council in advance.

The Communications Working Group will explain the recommendations, reasons, options to Full Council by way of a written report via the Parish Clerk.

The Communication Working Group will answer any questions from the Full Council.

The Communications Working Group will not have any funds or monies available to spend unless approved in advance by the Full Council.

The Communication Working Group will make recommendations to Full Council to increase Community Engagement with residents, local groups and organisations.

The Communications Working Group will ensure the notice boards are repaired/replaced if necessary and are kept in a good and safe working order.

The Parish Clerk and/or Assistant Clerk will provide administrative support for the Communications Working Group as required.

Meeting Dates:

Meetings of the Communications Working Group will be arranged and agreed by the Working Group as appropriate.

Meetings of the Communication Working Group will be held at the Fradley and Streethay Parish Council Office Meeting Room unless otherwise agreed.

Reviewed: 23.07.2019

Next Review: April/May 2020