

GNOSALL PARISH COUNCIL

Communications Committee Terms of Reference

Membership

Membership will consist of up to 4 Councillors. Non-councillors may be co-opted (not to exceed the number of members minus 1).

Meetings

The Communications Committee will meet monthly.

Quorum

Minimum of 3, or one-third of the membership of the Committee.

Principal Objectives

To effectively enhance communication in and around the Parish.

To keep all members of the Community informed about Parish matters using the Parish Council Website, social media, GMK Newsletter, Noticeboards and regular Press Releases in local publications.

To ensure the Parish works in compliance with an agreed Communications Strategy at all times.

Duties and Functions

1. Liaise with the community and local organisations about the needs of the Parish.
2. Recommend any proposed expenditure to Full Council.
3. Support the production of the Parish Council's Newsletter.
4. Continue to develop and make recommendations to ensure the Parish Council's website and social media sites remain functional and effective communication tools.
5. Act as the link to other organisations via the website and social media to encourage community engagement.
6. Monitor effective communication.

Approved 8.2.16