



# **BISHOPSTOKE PARISH COUNCIL**

## **COMMUNICATIONS WORKING GROUP**

### **TERMS OF REFERENCE**

**These Terms of Reference were adopted  
at the Full Council meeting on**

**14<sup>th</sup> March 2023**

**D Wheal**

**Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL  
COMMUNICATIONS WORKING GROUP**

**TERMS OF REFERENCE**

**Amendment Sheet**

<b>Amendment No.</b>	<b>Date Incorporated</b>	<b>Subject</b>
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**TERMS OF REFERENCE FOR THE  
COMMUNICATIONS WORKING GROUP**

**1 Membership**

- 1.1 The Working Group membership shall include up to five Councillor members, appointed at the Parish Council AGM in May. Non council members may be appointed to the group as needed.

**2 Lead Member**

- 2.1 The Lead Member of the Working Group will be appointed at its first meeting following the Parish Council AGM in May. If the Lead Member is absent for a meeting, then a Lead Member for the meeting will be appointed at that meeting.

**3 Quorum**

- 3.1 A quorum will consist of three members of the Working Group.

**4 Meetings**

- 4.1 The Working Group will meet in the third week of July, October, January and April, with other meetings taken as necessary.
- 4.2 The Clerk shall produce and circulate an agenda for the meeting. Where possible this will be at least three clear working days in advance of the meeting, but meetings can be called at short notice if necessary.
- 4.3 The appointed officer for the Working Group will take notes which will then sent to the Lead Member of the Working Group for approval before being circulated to other members no later than the publication of the agenda for the following meeting.

**5 Reporting**

- 5.1 The Lead Member or other nominated member of the Working Group, shall present a report at each meeting of the Parish Council on the activities of the Working Group since the last meeting. Alternatively, this may be achieved by the circulation of the relevant notes with other agenda papers before the meeting.

**6 Decisions**

- 6.1 The Working Group will have no power to make decisions on behalf of the Council except to:
- 6.1.1 Decide the date, time and place of its meetings.

6.1.2 Identify and fill the training needs of the Working Group, within the overall training budget specified by the Full Council.

6.1.3 Issue invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Working Group.

6.1.4 The content of the Council newsletter.

## **7 Budget**

7.1 The Working Group will have no power to commit to expenditure on behalf of the Council.

7.2 Any expenditure the Working Group wishes to undertake must be from existing budget heads that are within its delegated areas of responsibility and must be approved by the Clerk or other appointed officer.

## **8 Responsibilities**

8.1 The Working Group will have specific responsibility in the following areas:

8.1.1 To oversee the Parish Council newsletter.

8.1.2 To oversee the Parish Council website.

8.1.3 To oversee the Council's use of social media, including making recommendations on which platforms to use.

8.1.3 To identify potential new methods of communicating with residents and make recommendations on how best to use them

8.1.4 To make recommendations on all communications policies.

8.1.5 To make recommendations on the number and placement of Council notice and information boards.

8.1.6 To oversee the press release and approve it prior to release.

8.1.7 To draft news releases as required under the News Release Procedure