

Communications Sub-Committee

DRAFT Terms of Reference

**INTRODUCTION**

Under S.101(1) of the Local Government Act (LGA) 1972, a local council (ie a Town or Parish Council) may arrange for the discharge of any of its functions to –

- A committee (and any sub-committee); or
- An employee; or
- Another local authority

Note: This does not preclude the Parish Council from performing any functions delegated on its behalf.

At the meeting held on 3 May, the Parish Council agreed to establish a number of Sub-Committees and that draft Terms of Reference for each be submitted to this meeting.

**NOTES**

1. The following terms of reference do not allow for non-parish councillors, but if Members were so minded, this would be an appropriate Sub-Committee on which to co-opt non-parish councillors who could provide expertise and guidance; for example, a local press representative could be co-opted. Co-optees would have no voting rights.
2. The Parish Council does not have a specific corporate identity and it would be appropriate for this Sub-Committee to give consideration to this, especially when feedback is received from the “Black Poplar” item in the latest newsletter.
3. It is suggested that this be an Advisory Sub-Committee, but the Parish Council might wish to consider which aspects of the Terms of Reference would be appropriate for full delegation.

**TERMS OF REFERENCE**

- (a) The Sub-Committee shall be a standing Advisory Sub-Committee (to be re-appointed at the Annual Meeting) comprising **four** parish councillors, with one named substitute.
- (b) The quorum shall be three Members;
- (c) Number of meetings in an ordinary year: as and when required.
- (d) Notice of meetings shall be in accordance with public notice requirements as set out in the Public Bodies (Admission to Meetings) Act 1960.
- (e) The Chairman of the Parish Council is ex-officio a Member of the Sub-Committee, but may not be elected as Chairman.
- (f) The Sub-Committee shall elect its own Chairman at its first meeting. The Chairman shall be re-elected at the first meeting in the new Municipal Year.
- (g) Voting shall be in accordance with the Parish Council’s Standing Orders.
- (h) The Sub-Committee shall -
  - Ensure that the Parish Council complies with its Communications Protocol.
  - Seek to raise the profile of the Parish Council to its local residents, relevant stakeholder groups including the Borough Council and the Parish Plan Implementation Group (known as “SPAG”).
  - Liaise with the Borough Council, the Cheshire Association of Local Councils, the Local Area Partnership and other relevant groups to ensure that the parish is kept informed of matters of importance to residents.

- Promote improved communication between the Parish Council and its residents.
  - Liaise with parish voluntary groups, as appropriate, regarding communications.
  - Consider the provision of additional notice-boards at specific locations to promote Parish Council meetings and initiatives.
  - Create and update a consistent corporate identify to be used on all Parish Council publications.
  - Produce quarterly Parish Council newsletters for final approval by Council.
  - Review annually the Council's Publication Scheme under the Freedom of Information Act 2000.
  - Monitor the Parish Council's website to ensure that it is regularly updated, that agendas, minutes and other relevant Parish Council publications are uploaded in a timely manner and that out-of-date information is removed.
  - To encourage residents to make use of the website.
  - To review annually the contract for hosting of the website and make a recommendation to the Parish Council for awarding the contract.
  - To review, on an annual basis, the Communications Protocol adopted by the Parish Council on 3 May 2012.
  - Produce and update visitor information, as necessary.
  - Consider any other communications issues as might be requested, from time-to-time, by the Parish Council.
- (i) To report to the Parish Council, as and when appropriate.
- (j) Minutes of each meeting to be prepared and submitted to the Council for information/action as appropriate.
- (k) To review the Terms of Reference of this Sub-Committee at the first meeting each year and to make recommendations to the Council in respect of any proposed amendments.

Substitution:

A duly-appointed substitute shall be entitled to exercise of the powers of the appointing Member including the power to propose motions, speak and vote, save that a substitute for the Chairman (of the Sub-Committee) shall not thereby be entitled to preside at the meeting.

If at any time, the appointing Member attends the meeting, the appointed substitute shall, from that moment, cease to be a Member of the Sub-Committee save that any valid motion proposed or seconded by him/her, may be debated by the meeting and put to the vote.