

Staplehurst Parish Council - Terms of Reference - Communications Group

1. PURPOSE

Creating sustainable and continuous communication with Staplehurst residents and all other stakeholders on all Parish Council activities to achieve increasing levels of engagement and Parish Council profile.

2. REVIEW POINT

The Terms of Reference of the Group may be reviewed at any time by Staplehurst Parish Council to ensure they remain appropriate for the requirements of the Parish Council.

3. SCOPE OF ACTIVITIES

Oversight of all Parish communications channels, which includes but not limited to:

- (a) Web
- (b) Email
- (c) Social media
- (d) Print
- (e) Posted material
- (f) Events
- (g) Production and delivery of the Village Update

4. MEMBERSHIP

(a) The Membership of the Group will consist of residents and Staplehurst Parish Councillors and will be ratified by the Council.

(b) The maximum number of Staplehurst Parish Councillors should be 7, appointed by the Council.

5. CHAIR

The Council shall appoint the Chair of the Group annually or from time to time.

6. MEETINGS

The Communications Group will meet 10 times per annum, recorded through Meeting Notes submitted to the Council.

7. POWERS

The Group shall continuously review the Council's communications with its stakeholders, especially residents, to help ensure good understanding by both Council and stakeholders. It shall have power to recommend communications strategy to the Council and to implement Council decisions within its remit. The Group shall not have generic delegated powers save as delegated on particular matters from time to time. The Group shall not have power to create Council policy.

Approved by Staplehurst Parish Council 15th May 2017 (Min1618)