

Terms of Reference for the Communications Committee

Approved at Full Council Meeting 5 February 2019



1. Authority

The Communications Committee is appointed by, and solely responsible to, Eynsham Parish Council. The Committee's duties are defined and agreed by the Main Council, which may vote, at any time, to modify the Committee's powers. A minimum of 2 meetings to be held a year with additional meetings as required.

2. Membership

The Committee will consist of no fewer than **four elected Parish Councillors**, and at its first meeting will elect a Chairman to preside over future meetings – to be re-elected each year following Annual Parish Council meeting. **A quorum will be no fewer than three elected Members.** Up to 3 members who are not members of the Parish Council may be co-opted to provide expertise and guidance – and will have full voting rights. Chairman and Vice Chairman of Full Council will have automatic membership and full voting rights.

3. Records of Proceedings

The Committee will meet as detailed above. Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors for information and adoption at the next Full Council meeting. The Parish Clerk will be responsible for arranging the distribution of the agenda and minutes. Minutes will be recorded by the Clerk or a member of the committee. The minutes will be published at Eynsham Online.

4. Responsibilities

The committee is responsible for an overview of all aspects of Communications within the Parish Council, with Eynsham residents and visitors. Specifically: -

- (i) Creating and updating a consistent corporate identity to be used on Parish Council publications etc.
- (ii) Contributing Parish Council related information to Eynsham News.
- (iii) Managing a delegated budget for communications issues in the Parish as agreed by Full Council yearly.
- (iv) The provision and updating of notice boards at specific locations to promote Parish Council meetings and initiatives.
- (v) Facilitating the provision and maintenance of the Parish Council's website.
- (vi) Producing and updating directories and visitor information as necessary.
- (vii) Liaising with other village groups as appropriate with regard to communications.
- (viii) Reviewing and advising on internal Parish communications.
- (ix) Compile an Emergency Plan for the Parish to be reviewed at least annually (autumn).
Any other communications issues as requested by the main Council.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.