

Communications Committee Terms of Reference

Adopted by the Communications Committee

HPC/007 Approved by full council on 16/07/2025

Type

Standing Committee governed by Council's Standing Orders, regulations, policies and legislative requirements.

Purpose

To provide and review the infrastructure and guidelines for the delivery of effective communications both with the elected members of the council, to the parish and with external agencies.

Authority/Delegated Authority

The committee is allocated a specific budget for the creation of the Parish Newsletter. It has delegated authority to operate within this budget but must not exceed it. Should it become apparent that the budget may be exceeded, the committee must refer the matter to Full Council for approval.

Any other expenditure sought should be approved by the full council.

The committee may establish subcommittees and working groups which report to the committee.

Membership

The committee shall consist of a maximum of six members.

The quorum shall be three elected members.

The election of a chairman will be the first business transacted to preside over future meetings to be re-elected each year following the Annual Parish Council meeting.

An additional 3 people, who are not members of the Parish Council, may be co-opted to the committee to provide expertise and guidance on specific issues for a limited time. Co-opted members will not have voting rights.

Meeting Arrangements

The Committee shall meet twice a year.

Written minutes will be taken to record the Committee's decisions.

The Parish Clerk will be responsible for arranging the distribution of the Agenda & Minutes.

Minutes will be recorded by the Clerk or designated person.

The minutes will be published on the Parish website.

Reporting

To report to Full Council.

Responsibilities & Deliverables

To produce the Parish wide Newsletter.

To establish and review at regular intervals a website which meets statutory Accessibility and Transparency requirements and delivers an effective source of information to members of the public.

The provision and updating of noticeboards at specific locations to promote Parish Council meetings and initiatives.

To establish and review at regular intervals how Hampton in Arden Parish Council communicates with local interest groups.

Any other communications issues as requested by the main Council or committee currently serving upon the council.

Clear and concise formal resolutions are always required 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.

Review

To review annually in May the policies and Terms of Reference of the committee, any subcommittees and working groups.



Julie Barnes
Clerk and Financial Officer
Hampton in Arden Parish Council