

# FUNTINGTON PARISH COUNCIL

## COMMUNICATIONS COMMITTEE - TERMS OF REFERENCE

### Objective

Funtington Parish Council (the Parish Council) is dedicated to a high quality standard of communication within the Council, to outside organisations and to the entire community it has the privilege to represent.

It provides information on important parish matters affecting the community and encourages comment from interested individuals and groups. The overall aim is to make Parish Council communications a two-way process: to give people the information to understand accurately what the Parish Council does, whilst also enabling informed decisions to be made using information received from residents and partners.

### Membership

Membership shall consist four members of the Parish Council, all of whom are voting members, and the Parish Clerk (non-voting). Three members will constitute a quorum. The Committee shall invite non-councillor members to join where they may have expertise to offer on a particular subject or a general interest in improving parish-wide communications. The invitees will not have voting rights.

If the number of Councillors present falls below the required quorum the meeting shall be adjourned and any business not transacted shall be moved to the next meeting or on such other day as the Chair may arrange.

A Chair will be elected at the first meeting of the Communications Committee following the Annual Parish Council Meeting.

### Responsibilities

The Committee shall:

- be responsible to the Parish Council, for considering all communication related matters within the parish and for making recommendations to the Council on their resolution;
- establish clear, easy to use, continuous and sustainable two-way channels of communication between the Parish Council and the parishioners by making best use of technology and other media;
- provide information on important matters in a timely manner so as to facilitate and encourage informed comments from interested individuals and groups;

- support the creation and updating of a consistent corporate identity to be used on Parish Council publications and social media platforms; and
- draft a communications strategy encompassing all relevant communication media, electronic or otherwise, for approval by full council.

The Communications Committee has no decision-making powers but will make recommendations to the Parish Council.

### **Meetings**

- The calendar of meetings shall be confirmed at the first meeting of the Communications Committee after the Annual Parish Council Meeting; and
- Additional meetings will be called, as and when necessary.

### **Minutes**

The Clerk will:

- circulate the Agenda and notice of the meeting at least 3 clear working days in advance;
- produce minutes of the meetings, which must include any proposed actions or decisions made; and
- ensure the minutes are tabled at subsequent Communication Committee Meetings and at the next full Parish Council meeting.