



BURGHFIELD PARISH COUNCIL

Terms of reference for the Communications Committee

1. Authority

The Communications Committee is appointed by, and solely responsible to Burghfield Parish Council. The Committee's duties are defined and agreed by the Parish Council, which may vote, at any time, to modify the Committee's powers. A minimum of 4 meetings per year are to be held with additional meetings as required

2. Membership

The Committee will consist of no fewer than 4 elected Parish Councillors. 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. Quorum will be no fewer than 3 elected members. An additional 3 persons, who are not members of the Parish Council, may be co-opted to the committee to provide expertise and guidance on specific issue for a limited time. Co-opted members will not have voting rights. The Chairman & vice Chairman of the Parish 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 Parish Council meeting. The Parish Clerk will be responsible for arranging the distribution of the Agenda & Minutes. Minutes will be recorded by the Clerk. The minutes will be published on the Parish website.

4. Responsibilities

The committee is responsible for an overview of all aspects of Communications with Burghfield Parish residents, specifically: -

- (a) To ensure effective Communication with local residents to promote a Stronger Community
- (b) Produce a quality Parish Newsletter for distribution to parishioners
- (c) Creating and updating a consistent corporate identity to be used on Parish Council publications etc.
- (d) The provision and updating of notice boards at specific locations to promote Parish Council meetings and initiatives.
- (e) Making arrangements for the provision and maintenance of the Parish Council's website

- (f) Development of printed publications and promotional products to alert and advise local residents of Parish Council activities
- (g) Liaising with other village groups as appropriate with regard to communications
- (h) Any other communications issues as requested by the main Council or committee currently serving upon the 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.

June 2012