

Shinfield Parish Council – Communications and Policies Committee

Terms of Reference

Purpose

The Communications and Policies Committee:

- Promotes the work of the parish council
- Develops relationships with other local statutory bodies
- Ensures that the parish council communicates with current and new residents and businesses in a timely and efficient manner about its activities and current issues, and that the views of residents and businesses are solicited and provided with a response
- Maintains those policies of the parish council that do not relate to personnel

Membership

The committee should have at least five members. There should be a representative from each of the other committees of the parish council and ideally there should be a representative from each of the five wards. A quorum is three members. The committee elects its chair and vice-chair annually.

Delegated powers

The Committee has the following delegated powers:

- Delegation of work to the Clerk
- Budget setting (in conjunction with the Finance and General Purposes Committee) and the power to spend within its budget. Any expenditure in excess of the budget limit must be approved by the Council
- The branding and image of the parish council
- Content and appearance of the council's website
- Content and appearance of the council's noticeboards
- Content and appearance of communications such as flyers, brochures, petitions, newsletters, the tax demand leaflet, annual report etc, in consultation with other relevant committees
- The planning and organising of the annual meeting of the Parish
- Provision of exhibition material
- Control of contact with the media
- Maintenance and development of the Council's Local Council Award Scheme.
- Regular review and maintenance of the *Standing Orders* and policies not relating to personnel
- The chair of the committee should report on its activities at full council meetings

Review

These terms of reference shall be reviewed annually at the first meeting after the annual general meeting of the council.

20 July 2021