



Communications & Events Committee - Terms of Reference

The Communications & Events 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.

Committee Membership

Chairmanship: The Chair is appointed at the Annual General Meeting of full council in May each year. A Vice-Chair may be appointed by majority decision of the committee.

Members: The Committee will consist of no fewer than 5 elected members. (The Chairman & vice Chairman of the Parish Council have automatic membership and full voting rights)

Quorum: 3

Terms of Reference

Adopted by Council: The Committee will meet a minimum of **six** times per year.

The Committee is responsible for managing the council's effective communication with residents by:

- a) Producing a quality Newsletter for distribution to parishioners at least 3 times a year*
- b) Maintaining and developing the Parish Council website*
- c) Utilising and updating parish notice boards*
- d) Development of publications and promotional material to alert and advise local residents of Parish Council activities and events*
- e) To utilise and develop social media for the dissemination of information*

1. The Committee will consider events for the community which will be facilitated, organised, and run by the Parish Council on an annual basis for the benefit of all aspects / areas of community residents.
2. The committee will ensure that any forms of communication adopted adhere to data protection and GDPR regulations.
3. The committee will ensure the website and its contents meet statutory requirements and comply with data protection and GDPR regulations.
4. The committee will set an annual budget for consideration by the Finance & Audit Committee and monitor its financial performance against the budget previously agreed by the council.
5. The committee will ensure any contact with the press is through the Parish Clerk only and all statements will be unanimously agreed by the Council prior to consent to publish is provided.
6. The committee will ensure the council has an up-to-date social media policy and members are aware of its contents.
7. To promote any other event or communication the Full Council feels falls under the remit of the Communications and Events Committee.
8. To undertake any consultation on behalf of the council and its committees to encourage community engagement, gather feedback and ascertain the view of the local community.
9. The committee has a duty to consider the long-term environmental impacts of its decisions and take steps to reduce its carbon footprint and promote sustainability.
10. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.

Reviewed by Full Council: 2nd May 2024