

Upper Saxondale Parish Council - Communication Working Group
Terms of Reference

Type of Group

A standing working group which is ongoing.

Purpose

The communication working group has been set up in an advisory & implementary capacity, to devise working methods and guidelines regarding how the parish council and USRAcic (whilst still in existence), effectively communicate with residents.

Scope of Responsibilities

- Website information
- Facebook information
- Notice Boards
- Interface between info@uppersaxondale.com and parishclerk@uppersaxondale.com
- Remit for parish clerk communication & usra communication
- Direct resident communications
- Guidelines for social media usage
- Standardisation of fonts and logos
- Investigate opportunities to use other forms of communication including digital & printed media

Authority

In the first instance advisory & upon approval from the PC move to implementation.

Working Group Composition

- Minimum 1 parish councillor
- Minimum 1 USRA volunteer
- Parish clerk
- Maximum 5 members
- Appointed by the PC / on a voluntary basis / invited by serving committee members
- Any member can serve as chair
- PC member can report at meetings, other members can also comment in the appropriate PC meeting item.
- Term lengths run in line with term of the PC

Meetings

- Ad hoc timings as required
- Village hall venue / phone/ zoom as appropriate
- Agendas - circulated at least 48 hours prior to meeting to group members
- Minutes - circulated to all group members & the parish clerk within 7 days of the meeting
- Communication in between meetings will be via email or phone call as appropriate

Reporting

Reporting to the PC will be via minutes and also verbally at PC meetings.

Budgets

There is no standing budget. Any proposed expenditure or request for resources, equipment etc. must be signed off by the PC in advance and quotes and payments must be executed in line with the PC's standing orders.

Deliverables

After discussion deliverables to be agreed by the group & approved by the PC - must include timescales eg. at least two reminders of the PC meetings to be posted on FB 14 & 7 days prior to the meeting.

Terms of Reference Review

Review every 6 months for scope & relevance.