



GORING-ON-THAMES PARISH COUNCIL

Media & Communications Committee

TERMS OF REFERENCE

1. Remit

- To provide a decision making forum with regard to social media and communications projects relating to Goring-on-Thames Parish Council.
- The Committee will suggest, facilitate and approve articles and generate communication in order to engage, advise and exchange views with the residents for the Civil Parish of Goring-on-Thames.

For the purposes of this Committee, “communications and media” is defined as being any form of communication which is Parish Council owned and includes, but is not limited to the website; social media; newspapers; leaflets; newsletters, and e-mail distribution.

2. Frequency of Meetings

To meet as required to support the remit and scope of the Media and Communications Committee.

Due to the time-sensitive nature of media, engagement responses may be suggested via email to the Committee and approved for posting by a quorum, via email.

3. Appointment of members

The Committee will be comprised of three members with a quorum of two. Membership of the Media and Communications Committee will be agreed as needed at a full council meeting.

4. Delegated Authority

The Media and Communications Committee has the delegated authority to decide the content & distribution methods of Parish Council communication within the scope of the Communications Policy. The Committee has the delegated authority to spend up to the yearly approved budget for these purposes, ensuring value for money is sought in all spending.

5. Scope

- Provide up to date information for Goring-on-Thames Parish Council website, social media sites and noticeboards. All statutory information such as agendas, minutes, etc. will continue to be managed by the Clerk.
- Information published will be administered via the committee and is subject to their processes / procedures and amendments.
- The Council is responsible for policies and procedures in relation to communication and publications.



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- Budget will be allocated & approved by the Parish Council annually.
- The Committee must be mindful of the allocated budget and consider costings when making decisions
- Parish Councillors who post information on their own social media accounts will be representing their own personal views and not that of Goring-on-Thames Parish Council.

6. Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on 11th January 2021, it shall be reviewed periodically.

Signed:

Dated:

K Bulmer, Chairman