



**Communication Working Group
TERMS OF REFERENCE**

1. Remit

- To provide a decision making forum with regard to communications projects relating to Goring-on-Thames Parish Council.
- The Working Group (WG) 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 WG, “communication” 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 WG.

3. Appointment of members

The WG will be comprised of four members with a quorum of two. Membership of WG will be agreed as needed at a full council meeting.

4. Delegated Authority

The WG has the delegated authority to decide the content & distribution methods of Parish Council communication within the scope of the Communications Policy.

WGs have no delegated spending authority. Any expenditure must be agreed by the Parish Clerk.

5. Scope

- The full Council remains responsible for policies and procedures in relation to communication and publications.
- All statutory information such as agendas, minutes, etc. will continue to be managed by the Clerk.
- Provide other up to date information for Goring-on-Thames Parish Council website, social media sites and noticeboards.
- Information published will be administered via the WG and is subject to their processes / procedures and amendments.
- Due to the time-sensitive nature of media, engagement responses may be suggested via email to the whole WG, cc'd to the parish Clerk, and approved for posting by a quorum, via email.



- The Parish Clerk may remove or block any communication which they consider to be inappropriate.
- The WG must consider costings when making recommendations for spending.
- WG members who post information on their own social media accounts will be representing their own personal views and not those of Goring-on-Thames Parish Council.
- To keep a written record of the times, places and attendees of each WG meeting, together a brief summary of topics discussed and any resulting actions.
- To provide a written report of WG activities to full Council at least quarterly.

6. Review

This document was approved for use at the meeting of the Parish Council on 14 October 2024, it shall be reviewed periodically.

Signed:

Dated: 11 November 2024

Sonia Lofthouse, Chair of the Council