



COMMUNICATION WORKING GROUP TERMS OF REFERENCE

1. Remit

The Working Group will:

- Provide a decision-making forum for communications projects relating to Goring-on-Thames Parish Council.
- Suggest and facilitate communication to engage with the residents of the Civil Parish of Goring-on-Thames.
- Work to ensure that all communications comply with the Council Communications and Media Policy.

For the purposes of this working Group, “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 Working Group.

3. Appointment of members

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

4. Delegated Authority

The Media and Communications Working Group has delegated authority to propose the content & distribution methods of Parish Council communication within the scope of the Communications Policy, but the final decision lies with the Clerk. The Chair of the Communications Working Group has delegated authority to communicate factual information via agreed channels.

The Working Group has no delegated spending authority. Any expenditure must be agreed by the Parish Clerk.



5. Scope

- Provide up to date information for Goring-on-Thames Parish Council website, social media sites, emails and noticeboards. All statutory information such as agendas, minutes, etc. will continue to be managed by the Clerk but may be further disseminated by the Communications Working Group.
- Information published will be administered via the Working Group and is subject to their processes / procedures and amendments.
- Due to the time-sensitive nature of media, engagement responses may be suggested via email and approved for posting by a quorum, via email.
- The Parish Clerk may remove or block any communication which they consider to be inappropriate.
- To keep a written record of the times, places and attendees of each WG meeting, together a summary of topics discussed and any resulting actions.
- To provide a written report of WG activities to full Council at least quarterly
- The Council is responsible for policies and procedures in relation to communication and publications. Any required expenditure will be allocated & approved by the Parish Council.
- 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 and should comply with Code of Conduct for councillors.

6. Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on 9th December 2024 and shall be reviewed periodically.

Signed:

Dated: xxth Dec 2024

Sonia Lofthouse, Chair of the Council