



**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