**Newborough and Borough Fen Parish Council**

**COMMUNITY AND PUBLIC RELATIONS COMMITTEE TERMS OF REFERENCE**

**Reviewed 6/3/24.**

Meetings - meetings will take place throughout the year. The Committee will be delegated the power to meet in emergency situations as and when required.

Constitution - 5 members in total.

Three members shall constitute a quorum at meetings of the committee.

All non-Committee members may attend the meetings and speak at the Chairman’s discretion but are unable to vote.

The Community Engagement, Media, Press and Public Relations Committee has delegated authority to enable it to publish messages on behalf of the Council and to incur up to £500 expenditure doing so in a budget year.

Responsibilities - to take a leading role in relation to public engagement.

The Committee will have the following specific duties:

• To create and manage accounts on social media alongside the Clerk, where necessary

• To maintain the Councils Recording and Filming Policy.

• To prepare and publish information on behalf of the Council (draft publications to be circulated to all committee members and the Clerk and agreed by a minimum of three members plus the Clerk prior to committing to print).

• To manage and maintain Newborough Parish Council’s publications and to formulate regular social media updates on all the council’s social media accounts, alongside the Clerk

• To maintain and publish a calendar of events and take a lead pro-actively engaging with the media.

• To manage its delegated budget and refer any potential further expenditure to full council for approval.

As the Proper Officer, the Clerk has the overriding authority to manage the Parish Councils Social Media and community engagement in the day to day running of the Council. (s101, LGA 1972)

Adopted: 6th April 2023

Minute reference: 1707/4-23.4

Review date: As Required

Reviewed and adopted by Full Council - 14th March 2024