

Alcester Town Council Communications Committee Terms of Reference

Name	Communication Committee		
Chair	To be elected annually	Facilitator	Deputy Clerk
Membership	Elected annually by Full Council membership		
Frequency	No less than one each quarter (meetings may take place electronically)	Duration	Approx. 1 hour
Purpose	<ul style="list-style-type: none"> o To provide a group which will analyse and work through communication issues, engage with the community and report back to the full Town Council meeting 		
Objectives	<ul style="list-style-type: none"> o To engage with the local community and to manage the Council's communications via website. o To oversee publication of the Newsletter. o To oversee/manage the publication of an Alcester Town Plan o To manage the website and social media. o To liaise with the other committees, and assist in the collection and analysis of data needed for the writing of Alcester Town Council documents. o To organise Public Forum meetings on behalf of Alcester Town Council o To provide and manage resources within the purview of the committee o To prepare annual budget as appropriate and in line with Town Council's annual expenditure 		
Agenda	<ul style="list-style-type: none"> o Apologies o Minutes of last meeting o Press releases o Forthcoming Newsletter o Website/Social media o Town Issues/issues from other Committees (including 4yr Town Plan) o Correspondence o Propositions to Full Council o Date of next meeting 		
Related Meetings	<ul style="list-style-type: none"> o Full Alcester Council Meeting o Council and Public Forums o Other Town Council Committees 		
Inputs	<ul style="list-style-type: none"> o Minutes of last meeting o Newsletter articles o Reports from Committee members o Feedback from other groups o Online information 		
Outputs	<ul style="list-style-type: none"> o Newsletter o Website/Social Media o Press releases o Items for consideration at Full Town Council meeting o Periodic review of projects 		
Updated By	KW	Version	1
Date Reviewed and Agreed	07 / 07 /2015	Confirmed By	Cllr Y Morrison (Chairman)