

## **South Willesborough and Newtown Community Council**

### **Terms of Reference for the Communications Working Group**

#### **Scope:**

- a) Manage and produce *Swan News* for distribution to South Willesborough and Newtown residents and businesses on a quarterly basis
- b) Meet as and when necessary to progress the newsletter and discuss relevant topics to be published
- c) Review and manage the Council's website and social media platforms, ensuring they are fit for purpose and present the appropriate image of the Council, making any recommendations for change to the Council
- d) Examine information and evidence to make recommendations for communication improvements
- e) In conjunction with the Community Engagement Officer, to determine the most appropriate means of communicating face to face with residents and approving accessible locations
- f) In conjunction with the Clerk, Chair of the Council and Community Engagement Officer, to develop, publish and distribute the Council's annual plan

#### **Membership:**

Membership of the Group is open to all members of the Council. The membership is 7 maximum. To ensure a majority of Councillors over cooptees, the minimum number of Councillors will be 4

The group will select a Chair from within the group of Councillors.

The Clerk may be invited by the Chair of the group to attend group meetings

#### **Meeting arrangements:**

Meetings to be held throughout the year as and when required. Meetings need not be held in public.

#### **Reporting:**

The Group will report progress to the Council and present recommendations for approval.

#### **Amendment to Terms of Reference:**

These terms of reference will be reviewed each year at the annual meeting of the Council