

Communications & Events Working Group – Terms of Reference

Purpose:

The purpose of this Working Group is to deliver on activities and events as stated in the approved Dickens Heath Parish Council (DHPC) Communications Strategy for the benefit of the community that it represents. The Working Group will maximise the effectiveness of communication to all of its residents by utilising a wide range of communication channels, delivering communications clearly, concisely and in a timely way.

Working Group Terms of Reference:

- To implement approved deliverables relating to the DHPC Communications Strategy and report to full Council on their measurable outcomes and impact.
- To recommend amendments and new policies relating to communication to the Full Parish Council.
- To seek views from residents of the Parish regarding their wishes for improved communication and community events for consideration by the full Council.
- To ensure that all residents receive timely information regarding planned events taking place during the Year.
- To be responsible for the delivery of new projects relating to communications and events in Dickens Heath as agreed by the Parish Council.
- To liaise with other parish-based community groups involved in events planning and if appropriate, promote these in the events calendar.
- To produce content for the planned Council e-Newsletter and set up and broadcast the email.
- To ensure that all Parish Council events are subject to risk assessment – based on an approved Events Risk Assessment Template.
- The Working Group may appoint additional members as and when necessary to assist in its work or planned events. Such members will not have any voting rights.
- To ensure that all events are planned in advance with the details and budget submitted to the Parish Council for approval in good time before the event.

Membership:

- The Communications & Events Working Group will consist of at least three Parish Councillors.
- The Working Group quorum shall be 3 Councillors.
- At its first meeting, the Working Group will elect a Chair for the duration of the year until the next Annual Meeting of the Council.
- Additional members may be appointed on the basis of their specialist knowledge to this working group but without voting rights.

Meetings:

- The Working Group meeting schedule to be agreed by members based on workload and demand.
- Meetings to be arranged with no less than three days' notice.
- Minutes or notes of meetings will be succinct with recommendations recorded and reported to the next Parish Council meeting.