

Appendix 8 to Annual Parish Council Meeting 5th May 2021
COMMUNICATIONS GROUP – TERMS OF REFERENCE

1. Membership

Members of the working party will be appointed by the Parish Council and membership will be reviewed annually at the Annual Parish Council meeting.

2. Leader

The leader of the working group will be appointed by the group. The leader will be the working party's main point of contact for Council staff, Council members and members of the public.

3. Powers

Working parties cannot make decisions on behalf of the Parish Council, and any recommendations made by working parties will be subject to approval by the Council or suitably authorised committees or members of staff.

4. Responsibilities and Areas of Operation

The working party will oversee the Parish Council's communication as set out in the Communications Policy (Appendix 1 Full Council 21/09/2020).

This will include the website, social media and printed communications such as entries in the Keyworth News.