

South Brent Parish Council



Media Committee

Terms of Reference – reviewed and amended by the Parish Council 18.8.14.

The Media Committee terms of reference have been produced to clarify the role in which the Committee and members therein are to consider issues and operate as a committee of South Brent Parish Council.

The following terms of reference provide a wide range of subject matters under 'Media' and shall not be limited to the listed items as this remit may change.

- 1 Committee to comprise a minimum of 5 members who will elect a Chairman and Vice Chairman. Quorum shall be half the Committee
- 2 Meetings to occur at least twice a year.
- 3 Minutes of meetings to be produced and reported at full Parish Council meetings.
- 4 This Committee provides information to the parishioners by the following media:
 - A Parish Newsletter.
 - A Parish Web site.
- 5 This Committee will also be responsible for:-
 - Source items, edit and publish the Parish Newsletter.
 - Maintain and update the Parish Web site, including publication of Parish Council press releases.
 - Maintain a contact database on parish groups clubs and organisations.
 - Maintain and publish where possible historic information on Parish Council work and its history.
 - Freedom of Information publication scheme, monitor and review.
 - Interact and liaise with parish groups, clubs and organisations.
- 6 This Committee has delegated spending ability within the associated budget line. All fees associated with production and distribution of the newsletter shall be reported to and approved, or otherwise, at full Parish Council meetings. No commercial (paid for) advertising is included in the Parish Council newsletter.