



Brixworth Parish Council

Media & Communications Committee

Terms of Reference

1.Objective
Engaging the local community by promoting Parish Council and partner activities and listening to the feedback.
2. Aims
Enhancing the reputation of the Parish Council by promoting its services within the local community.
3. Composition
Membership shall comprise of 5 nominated members of the Parish Council.
4. Quorum
The Quorum for the Media & Communications Committee shall be three Councillors.
5. Meeting Frequency
The Media & Communications Committee will meet monthly usually on the second Wednesday of each month.
6. Responsibilities
<ul style="list-style-type: none">• Provides up to date information for the Parish Council website.• Ensures that the web site is accessible and meets the legal requirements• Maintains all the social media sites including Facebook, Twitter, and Instagram.• Approves Parish Council press releases, articles, and social media items.• Prepares and edits the Parish Council pages of the Brixworth Bulletin• Monitors the usage of the web site and its social media sites.• Ensures that all of the Parish Council's Media & Communications Policies are up to date and relevant.

7 Notes

Members of the public are welcome to attend and participate in the meeting but have no voting rights.

The Media & Communications Committee reports to the Full Council.