



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

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COMMUNICATIONS COMMITTEE TERMS OF REFERENCE

1. The Communications Committee is constituted as a Committee of East Wittering and Bracklesham Parish Council.
2. The Committee composition shall be a minimum of three and no more than six Councillors as voting members with at least one third of the number of members and not less than three members of the group constituting a quorum.
3. Membership of the Committee shall be ratified at the Annual Council Meeting in May of each year.
4. The Chairman and Vice-Chairman shall be elected annually by the Committee.
5. Communications Committee shall be administered and managed in accordance with these Terms of Reference.
6. The Communications Committee shall meet at least three times a year and the dates shall be included in the Schedule of Meetings
7. The objective of the Communications Committee shall be to improve the communication between East Wittering and Bracklesham Parish Council, the residents of our community and communication beyond our Parish.
8. The Communications Committee shall have delegated powers-
 - To spend to the amount specified in the allocated budget
 - To make recommendations to Council for consideration and approval
9. The Communications Committee may appoint appropriate Sub-Committees or Working Groups to facilitate the work of the Committee
10. The Communications Committee's remit shall extend to
 - All forms of communication made by the Parish Council to promote the work of the Parish Council, its Councillors and staff.
 - All forms of communication to ensure engagement with the community of East Wittering and Bracklesham.
 - All forms of communication to ensure promotion of East Wittering and Bracklesham as a tourist destination.
11. All correspondence shall be conducted through the Clerk of the Parish Council wherever possible.
12. Minutes of all meetings shall be kept by the Clerk and forwarded to Members of the Parish Council.

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