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Terms of Reference – Communications Committee

1. Purpose and Scope

Terms of Reference for Committees and Subcommittees evidence the nature and extent of the duties and powers which have been delegated to each committee to ensure effective governance.

These Terms of Reference are supplemental to, and do not in any way override, the parish council's Standing Orders and Financial Regulations.

All powers shall be exercised in accordance with any Standing Orders, Financial Regulations and adopted policies of Moulton Parish Council.

2. Legal Responsibility & Policy Support

[Local Government Act 1972 \(legislation.gov.uk\)](http://legislation.gov.uk)

3. Membership of the Communications Committee

- a) Membership of the committee will be as decided at the Annual Parish Council meeting each year, subject to the proviso that the Chairman and Vice-Chairman of the Parish Council shall, in any event, be *ex officio* members.
- b) The committee shall be subject to a quorum of half of its members or three, whichever is the greater.

4. Chairman

- a) The Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Parish Council meeting.
- b) The Vice-Chairman of the Committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.

5. Conduct of Meetings

Meetings shall be called by the Chairman of the Committee and the Executive Officer as and when deemed necessary.

- a) All meetings of the Committee will be convened in accordance with the parish council's Standing Orders.
- b) Meetings will be minuted by the Executive Officer, deputy or member of the Committee.
- c) Any recommendations discussed at Committee meetings must be ratified at the following full parish council meeting.

6. Aims, Objectives & Responsibilities of the Communications Committee

- To establish effective communication channels between Moulton Parish Council and the local community. This may comprise residents of the civil parish together with public, commercial and voluntary bodies.
- To advise council members on an appropriate response to substantive, contentious or provocative communications.

7. Related Policies

- Standing Orders.
- Financial Regulations.

This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.

Last Reviewed: January 2024

Review Due: January 2025