

## Communications Committee - Terms of Reference

The purpose of the Communications Committee is to deal with all matters of communications such as website, newsletters and publicity on behalf of Council. There will be a sub-committee of Residents Liaison (or similarly titled) to ensure regular communication with residents, including the Surgeries.

There will be 7 voting members of the committee. Members of the public may be asked to report on an item to this committee or to join this committee as a non-voting representative.

The Committee will elect a Chairman and Vice-Chairman at the start of the municipal year or when required.

The Committee will meet every 6 weeks to debate and discuss items such as the following with delegated authority from the Council to fulfil the following responsibilities (including spending within its approved budget):-

- Website & Social Media
- Newsletters
- Notice Boards and Notices
- Internal communication between Councillors and staff.
- Publication of Events
- Residents communications or correspondence
- General liaison with the public
- Liaison with other Bungay organisations.
- Any other similar or appropriate items as delegated by Full Council

**Any proposed unbudgeted expenditure will require approval of Legal & Finance committee or Full Council.**

Adopted 27<sup>th</sup> September 2018