



Kingskerswell Parish Council

Media and Communications Committee Terms of Reference

Date: 20.08.2019

Version: 1.0

Agreed at Full Council Meeting 19.08.2019

Introduction

1. This Terms of Reference (ToR) provides the basic information for the conduct and remit of the Kingskerswell Parish Council (KKPC) Media and Communications Committee (MaCC), covering:

- a. Purpose and scope of the committee;
- b. Membership, meeting structure and frequency; and
- c. The regular review of this ToR.

2. For the purposes of this ToR, media and communications is defined as any communications which are KKPC owned, including but not limited to the KKPC Website, social media, newspaper articles, leaflets, and newsletters. Councillors who post information on their own social media accounts will be representing their own personal views and not that of KKPC, and this ToR does not cover that conduct. All media or press releases from KKPC or its committees, will still be agreed and signed off, before publication, by the Chair of KKPC.

Purpose and Scope

3. The MaCC has the delegated authority from the KKPC to:

- a. Oversee the development, management oversight and optimisation of the KKPC website, to enhance, build and maintain the online platform in order to:
 - i. Publish all relevant KKPC supporting documentation;
 - ii. Deliver the KKPC website as the 'go to' online hub for the Parish;
 - iii. Incorporate links to all other relevant sites;
 - iv. Provide the most proactive, effective and transparent method of ensuring that Kingskerswell residents are able to access all KKPC publications and review or get involved in any planned activity;
 - v. Maintain and refresh all website material, including images, to ensure the publications are fresh, informative, uniform and accessible.
- b. Ensure, where relevant, any training and platform access is maintained to ensure the effective and continued administration and use of the KKPC website, ensuring that this is considerate of all accessibility standards and reasonable adjustments;
- c. In conjunction with the full council and other committees, identify and develop communications projects that would significantly enhance the Parish and its community.
- d. Establish a KKPC Councillors WhatsApp Group (WAG) to enhance and speed up inter Councillor communication, using an informal but secure and effective method of media. The WAG compliments standard communication channels for Councillors and is subject to the same guidelines, and it's content will be summarised as part of the regular MaCC minutes, to ensure transparency;
- e. Work with all other relevant community groups in KKP to ensure that the KKPC website, as far as is practical, develops into the central communications

hub for the village, by collecting and publishing all groups newsletters and links to activities and events;

f. Implement, regulate and maintain policies and best practice for KKPC Media and Communications, including the approval of all KKPC Website publication, ensuring the KKPC and each Committee has an effective and up to date online contribution;

g. Provide a decision making forum with regard to media and communication projects, in order to direct the communications and IT activities of the KKPC as a whole, including engagement to capture the views of KKP residents;

h. Oversee the provision of IT equipment, reasonable adjustment alterations for disability access and training, as required to sustain and support the KKPC MaCC approach. The MaCC will not be allocated a separate budget, thus any financial commitment or spend must be first agreed by the full KKPC;

i. Support the Parish Clerk to ensure the timely publication of all statutory information such as agendas, minutes, including but not limited to the publication of:

- i. KKPC Mission Statement and objectives;
- ii. Councillor Profiles;
- iii. Calendar of events and meetings;
- iv. Meeting agendas, minutes, and statutory documentation;
- v. Accounts, Annual Reports and AGARs;
- vi. Section for each committee, including ToRs and minutes;
- vii. KKPC asset register;
- viii. Policies and standing orders;
- ix. KKPC documentation;
- x. Useful links to other local amenities and groups;
- xi. Councillor Codes of Conduct;
- xii. Links to Teignbridge planning Portal for local Planning Applications;
- xiii. Local images, and attractions;
- xiv. What's on locally, fetes concerts and entertainment;
- xv. List and links to all village groups and classes.

Membership and Meetings

4. The MaCC will normally consist of a minimum of three members, with the quorum being two members. The Committee shall convene on a regular cycle, to tie in to reporting at the monthly Parish Council meetings. All Councillors may attend in an ex-officio capacity.

5. The MaCC will meet monthly, publishing the next meeting date as part of the MaCC minutes. These minutes will be produced by the committee members, to ensure an accurate record of all decisions and actions. Minutes will be passed electronically to the Parish Clerk, for publication as an Annex to the KKPC full meeting minutes.

Review

6. This ToR should be reviewed annually by the MaCC.