

MINSTER PARISH COUNCIL (MPC)

COMMUNICATIONS COMMITTEE

STANDING ORDERS & TERMS OF REFERENCE

- 1) The Communications Committee is a committee of Minster Parish Council.
- 2) All meetings shall be conducted in the manner as prescribed for Full Council meetings in the Minster Parish Council Standing Orders as in force at the time.
- 3) The following exceptions apply;
 - i) The Committee shall consist of at least 4 members.
 - ii) To be quorate the meeting must have 3 members present.
 - iii) On the first meeting in an Election Year the Committee will review their Standing Orders and Terms of Reference. They will then report back to the next Full Council meeting on any changes they feel are necessary and ask for those changes to be ratified by Full Council.
 - iv) If at any time The Committee feel they need to make any changes to their Standing Orders and Terms of Reference. They will then report back to the next Full Council meeting on any changes they feel are necessary and ask for those changes to be ratified by Full Council.
- 4) The Committee will meet at least twice in a year.
- 5) The Committee shall elect its own Chairman and Vice-Chairman once a year on the meeting immediately after the May Annual Meeting of Full Council. In the event the meeting is unable to decide who to elect as Chairman then the matter will be referred to Full Council for them to make a decision.
- 6) The Committee will perform the following on behalf of Full Council;
 - a) Monitor and advise on all matters relating to General Data Protection Regulations.
 - b) Manage the content of the website and ensure that it is informative and up to date.
 - c) To make recommendations on the most effective use of media to engage with members of the public.
 - d) Consider the effective use of social media to improve communication between the residents of this parish and the council.
 - f) Produce guidelines for members of the council on the appropriate use of social media
 - h) The committee will formulate policy on behalf of Minster Parish Council on all communication matters and present it to Full Council for approval.
- 7) The Committee will keep a record of all outstanding matters. Each outstanding matter will have a record made of all calls made, letters or emails sent/received etc.
- 8) The outstanding matters list will form a standing agenda item for each meeting until the matter is closed.