

ACKWORTH PAIRSH COUNCIL

TERMS OF REFERENCE FOR THE COMMUNICATIONS AND MEDIA COMMITTEE

1. The Committee will be known as the Communications and Media Committee
2. The Committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health & Safety and Human Rights.
3. The Committee will at all times work to Standing Orders and within the terms of the Parish Council's Social Media Policy and other relevant policies.

Membership of the Communications and Media Committee

4. The Committee shall comprise of 4 Councillors to be elected by the Parish Council Annual meeting. There will be 4 members of this committee.
5. The Chairman will be appointed by the Parish Council
6. The quorum of the committee will be 3
7. Administration staff will provide secretarial services
8. At the first meeting following the Annual meeting of the Parish Council two moderators will be appointed from within its membership and given delegated powers to oversee any day to day issues that may arise.
9. Any changes in membership of the committee following the Parish Council Annual meeting shall be subject to approval at the next Parish Council meeting.

Meetings of the Communications and Media Committee

10. The regular/fixed meetings of the communications and media committee will be convened in accordance with the Parish Council's standing orders.
11. The committee will meet additionally as required in order to respond to the ongoing demands of social and other media.
12. The committee will consider matters that are put before it in accordance with its powers and responsibilities.
13. The committee will ratify its own minutes at its next meeting and will be seen by the full Parish Council for information only.

Responsibilities and Areas of Operation of the Communications and Media Committee

14. To oversee all aspects of social and public communication of the Parish Council.

15. To decide on the nature and content of all social and public communications of the Parish Council including but not limited to:

- Newsletter
- Facebook
- Website
- Press releases

Responsibilities of the Moderators

16. To approve the content of social media communications.

17. To monitor the Parish Council social media and to approve the responses to posts that contravene the ethical and equality standards of the Parish Council, this could include, but is not limited to, deletion of posts, reporting of posts to the social media provider and, ultimately, blocking of individuals.