



## **ACKWORTH PARISH COUNCIL**

### **TERMS OF REFERENCE FOR THE VILLAGE EVENTS & COMMUNICATIONS SUBCOMMITTEE**

1. The Subcommittee will be known as the Village Events & Communication Subcommittee and is a subcommittee of the Finance & General Purposes Committee
2. The Subcommittee is appointed to manage the organisation and any arising issues relating to Village Events – These include but are not exclusive to; Sunflower and Pumpkin Event, Ackworth Gala, Christmas Light Switch On, Santa Day and any Parish Council 'Drop In' Community Days and any other events including the monitoring of all aspects of social and public communication of the Parish Council as directed by Council
3. 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
4. To continuously monitor the nature and content of all social and public communications of the Parish Council including but not limited to:
  - Newsletter
  - Facebook
  - Website
  - Press releases
5. The Parish Council Standing Orders will apply to this Subcommittee
6. The meetings of the Village Events & Communication Subcommittee will be convened in accordance with the Parish Council's standing orders in which the proper officer will convene ordinary meetings
7. The committee will meet additionally as required in order to respond to the ongoing demands of social and other media as directed by the Chair of this committee
8. There will be 4 members of this subcommittee
9. The Chair & Vice Chair will be appointed by the Finance & General Purposes Committee
10. The quorum of the subcommittee will be 3
11. The membership of the subcommittee will be reviewed annually
12. 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



13. Non-Councillor members cannot vote on matters, which involve financial expenditure.
14. The administration staff will provide secretarial services.
15. The subcommittee will meet at least quarterly or as directed by the Village Amenities Committee or Full Council
16. In line with standing Financial Regulations, this subcommittee has the delegated authority to authorise expenditure within budget within limits set out in the Financial Regulations
17. The committee will ratify its own minutes and will be seen by the full Parish Council for information only. Approval of recommendations outside of this committees delegated powers will be decided at the next full council meeting

#### **Responsibilities of the Moderators**

18. To approve the content of social media communications in line with Ackworth Parish Council's Social Media Management Plan
19. 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