

DERSINGHAM PARISH COUNCIL

COMMUNICATIONS COMMITTEE TERMS OF REFERENCE

Under the Local Government Act 1972 section 101 the Council has agreed to discharge the following functions to the Communications Committee:

The Committee is responsible for:

1. Village Voice in respect of editorial content, magazine title, advertising, production and distribution. The costs of producing and distributing Village Voice should aim to be covered by income from advertising charges and budgeted precept contribution.
2. Website and its administration in respect of content and management.
3. Electronic communications, including social media.
4. Parish Council noticeboards, content and maintenance.
5. Organisation of any media campaign, events and public awareness.
6. Preparation of a publication scheme and responsibility for publication of all Council policies.

The Committee may spend on its activities within the budget agreed by the Council. However, where a decision might be expected to have an impact on individual parishioners the Committee should make reasonable efforts to consult those who could be affected and report these consultations and its proposal to the full Council for final decision.

At its first meeting after the Parish Council's annual meeting the Committee should plan a programme of meetings for the rest of the financial year.

The Committee should monitor expenditure and income to ensure that its budgets are not exceeded. The Committee shall not make any virements between expenditure budgets without the approval of the Council.

The services must be delivered by the Committee in a way that is consistent with the Council's financial regulations and standing orders.

Reviewed by Communications Committee 28th August 2025

Adopted by Full Council 22nd September 2025