



**Coubro Chambers**

**11 West End**

**HOLBEACH**

**Spalding Lincs.**

**PE12 7LW**

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## **PR & IT Committee Terms of Reference**

### **Purpose of the PR & IT Committee:**

The Committee is appointed by full Council to deal with all PR and IT matters, subject to budget, expenditure and contractual limits decided by the full Council, and reporting back to full Council as required.

### **Membership:**

1. Five Parish Councillors will be appointed annually at the Annual Council Meeting as voting members.
2. If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting
3. The committee shall be subject to a quorum of three of its members.

### **Chairman:**

1. The chairman of the committee will be elected by the committee at either the Annual Parish Council meeting or its first meeting after the Annual Parish Council meeting.
2. The election of a vice chairman is optional, it will however follow the same process as the election of a chairman.
3. It is advised that one member of the council should not be chairman of more than one committee, in order to encourage wider participation.

### **Meetings:**

1. The Committee shall have a set calendar and shall be convened bi-monthly. The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Holbeach Parish Council.
2. Additional meetings of the PR & IT Committee can be called as and when necessary, by the chairman of the Committee or the Clerk as directed, or by two members of the committee by written request to the chairman at any time.
3. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.
4. Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the committee.

### **Specific Roles & Responsibilities:**

The PR & IT Committee has the delegated authority from Holbeach Parish Council:

1. To be responsible for the management of the Council's IT systems, Facebook page and website and have the ability to prioritise and manage workloads of employees in relation to these areas.
2. To instruct employees to undertake work within the committee's remit, where prior approval cannot be obtained from full council due to time constraints.
3. To have an emergency spend budget of £500 (authorised in conjunction with the Clerk) for work within the remit of the committee, where prior approval cannot be obtained from full council due to time constraints.
4. To regularly publish content onto the Councils Facebook page and respond to comments and messages in line with the standards set in the employee handbook and social media policy.
5. To draft press releases and respond to questions from the press with final authorisation from the Clerk.

The PR & IT Committee has further responsibility:

1. Provide a monthly report to full council, detailing any issues, changes or events that have occurred between meetings.
2. To draft, implement, review, monitor and revise all documents relating to public relations, communications (including the freedom of information act and transparency code) and IT in conjunction with the clerk, and recommend any changes to full council.
3. Work closely with full council and other appropriate groups to develop the council's communication and IT systems, consulting and engaging with the public on proposals when considered necessary.
4. Liaise proactively with Council Committees and identify items to communicate.
5. Prepare drafts of the Parish Council Newsletter for review / approval.
6. Investigate, manage and deliver any special projects agreed by the Council and delegated to the Committee, in accordance with the Council's requirements.