

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

### Purpose of the Events & PR Committee:

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

### Membership:

1. Membership of the committee will be limited to between three and five Councillors who 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.
4. The Clerk & Deputy Clerk will be non-voting committee 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 no set calendar and shall be convened by the calling of a meeting by the Clerk, chairman of the Committee, or by two members of the committee by written request to the chairman at any time.
2. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.
3. Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the committee.

### Specific Roles & Responsibilities:

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

1. To be responsible for the management of the Council's Events and have the ability to prioritise and manage workloads of employees in relation to these areas.

2. Social Media:-

- To be responsible for the Council's Social Media, content only;
- To ensure the Council has an up to date social media policy;
- To ensure the Council and its website complies with the authorities social media policy;
- To agree that the Council and its Members do not engage in social media chat regarding Council business unless formally instructed to do so in a public meeting of the Council;
- To ensure social media is used for the dissemination of factual and public information only.

Website:-

- To be responsible for the Council's Website, content only
- To provide a modern, efficient website;
- To ensure the website and its contents meet statutory requirements;
- To ensure the information on the website is up to date for the benefit of readers / users;
- To ensure the information on the website is informative and to agree the contents over and above statutory requirements;
- To delegate the uploading of information to the website to the Clerk of the Council;
- To comply with data protection and GDPR regulations;
- To regularly review the content and to recommend changes to Full Council for consideration in the budget process.

The Press:-

- To ensure any contact with the press is through the Clerk only and all statements will be circulated to the Committee prior to publication. Exceptions are when the press release relates to HR and Data Protection issues when it will be the HR, H & S and Data Protection Committee

3. To have spend budget of £1,000 (authorised in conjunction with the Clerk) for work within the remit of the committee.

The Events & PR Committee has further responsibility:

1. To regularly report back to the Parish Council on progress, issues arising and outcomes from Community Projects.

2. To draft, implement, review, monitor ~~and revise all documents~~ policies and Terms of Reference relating to council events and public relations, in conjunction with the clerk, and recommend any changes to full council.
3. To draft, implement and review documentation in relation to holding Events
4. To draft the annual budget and to liaise with the Finance & Admin Committee
  - To consider events for the community which will be facilitated, organised and run by the Parish Council on an annual basis for the benefit of all aspects / areas of community residents, paying particular attention to the councils vision.
  - To engage with community organisations in the running and organisation of events;
  - To promote community events in Council publications / on website;
  - To manage the annual Royal British Legion Remembrance Parade;
  - To be innovative with events and put together an events programme.

Version History	Date of Last Approval	Review Date:
V1	14th June 2021	May 2022
V2	9th May 2022	May 2023
V3	12 <sup>th</sup> December 2022	May 2023
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