

Tibberton Parish Council

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NOTICE OF COMMUNICATIONS AND PR COMMITTEE MEETING

A meeting of Tibberton Parish Council's Communications and PR Committee will be held on Wednesday 13th September 2023, 7pm at Tibberton Parish Hall WR9 7NQ.

The meeting is open to members of the public who may speak and ask questions during the public forum at agenda item 5.

Summons

Members of Tibberton Parish Council's Communications and PR Committee are hereby summoned to attend this meeting at Tibberton Parish Hall for the purpose of transacting the business detailed on the following pages.

Signed: *R Hinton-Jones*

Date: 10th Sep 2023

Rachel Hinton-Jones,

Clerk to the Council & Responsible Finance Officer (RFO) for Tibberton Parish Council

AGENDA

- 1. Chairman's welcome.**
- 2. Apologies.** To receive apologies from absent members and record the reason for absence.
- 3. To approve the draft minutes** of the Communications and PR Committee Meeting held 27th July 2023, to then be signed as a true record by the Chairman. (Attached Appendix A).
- 4. Declarations of Interest**
Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to –
 - Keep their Register of Interests form up to date.
 - Declare any Disclosable Pecuniary Interests (DPI), any Other Registerable Interests (ORI) and any Non-Registerable Interest (NRI) relating to items on the agenda and the nature of those interests.
- 5. To consider written requests from councillors seeking a dispensation.** Having declared an interest in any agenda item councillors may only stay in the meeting when that item is discussed if the council permits dispensation to a) stay, or b) stay and speak, or c) stay, speak, and vote. Written requests for the granting of a dispensation must be made to the Clerk in advance of the meeting.
- 6. Public Forum.** Members of the public are invited to speak on matters relating to this agenda or for consideration at future meetings.
- 7. To agree this committee's Terms of Reference.**
These were agreed at the meeting held on 27th July 2023, to include up to three non-councillor committee members, to be ratified at the next meeting of the council on 25th September 2023.

8. Appointment of a co-ordinator for volunteers

The council to confirm appointment if been made, who would take responsibility for co-ordinating volunteers from within the community from time to time. To be included within the newsletter and to also become a member of this committee.

9. To review the Policy Review Calendar, as attached, page 4.

Adoption and review of policies is to be undertaken on a regular basis.

10. To update on 1st edition of parish newsletter, confirm, frequency, editions, and method of delivery.

11. Tibberton Map- Review of a Tibberton village house map board. Displaying house numbers and house names.

12. Budget Position- To plan/identify spend for this financial year, 2023/24.

BUDGET as at 10/09/2023					
	Actual 2022/23 to 31/03/2023	Budget 2023/24	Actual 2023/24 to date	% difference	REVISION TO YEAR END LIKELY OUTCOME
PAYMENTS					
Comms & PR C'ttee NEW budget line	-	2,000.00	226.00	0.113	1,548.00
subtotal	-	2,000.00	226.00	0.113	1,548.00

13. To approve the dates of future meetings. To the end of March 2024. Clerk to arrange these meetings.

**Communications and PR Committee members:
Cllr Sarah Harfield (Chairman), Cllr Trevor Knight,
Cllr Margaret Rowley, Cllr June Woodland.**

Communications and PR Committee - Terms of reference.

NB To be sent for ratification by the full council following committee approval.

Meeting Procedure

All meetings of this committee will conform to the parish council's adopted Standing Orders and Financial Regulations. The meetings will be open to the public to attend and speak during Open Forum.

The Members' Code of Conduct is also relevant.

Membership

To consist of four Tibberton Parish Council members appointed at the annual meeting of Tibberton Parish Council, plus (number to be confirmed) non-council members. The non-councillor committee members will be subject to the council's Code of Conduct and interests register, and unable to vote.

Chairman

The committee chairman will be elected at the annual meeting of Tibberton Parish Council. The committee chairman can only be an elected or co-opted parish councillor.

Quorum

A minimum of three council members must be in attendance at any meeting of this committee for decisions to be effective.

Frequency of meetings

The committee will meet at least every three months and may meet more often as required.

Budget

The committee will undertake a budget review and submit a request for funds to the Strategy and Finance Committee in September, as part of the council's annual budget process. The committee may spend its allocated budget on anything associated with its area of activity and as agreed by a properly convened meeting of the committee.

Area of Activity

The committee has the delegated authority to:

- ❖ Create and maintain a Community Engagement Strategy, to include:
 - The identification of the community within Tibberton Parish.
 - The development of a Communications Strategy.
 - Having oversight for the content and upkeep of the website, newsletter and other non-exclusive communication channels designed to develop, maintain, and support good working relationships with all organisations and groups working for the benefit of the village.
- ❖ Appoint a person to co-ordinate Tibberton community volunteers.
- ❖ Maintain the council's policies and procedures relating to its statutory duty to uphold Freedom of Information and Data Protection principles.

Reporting-back procedures

As a standing committee of Tibberton Parish Council, the notice, agenda and summons to committee meetings will be issued and published by the Clerk who will attend to take and draft the minutes for noting at the following meeting of Tibberton Parish Council.

Only the committee can approve the draft minutes.

If the draft minutes are not yet ready for presentation to the council meeting, the committee Chairman will provide a verbal report.

TIBBERTON PARISH COUNCIL POLICY REVIEW CALENDAR

	Previous review	Date Reviewed	Next Review
Communications and PR Committee, includes FoI and GDPR			
Accessibility Statement (website)	17/10/2022	27/07/2023	07/2025
Communications and Use of Email		27/07/2023	07/2025
Community Engagement Policy		27/07/2023	07/2024
Data Breach Policy			09/2023
Data Protection Policy	undated	27/07/2023	04/2025
General Privacy Notice	undated	27/07/2023	04/2025
Privacy Statement (website)	undated	27/07/2023	07/2025
Publication Scheme	undated	01/2023	01/2025
Recording of Meetings Policy			09/2023
Subject Access Requests			09/2023