

STOKESLEY TOWN COUNCIL
including STOKESLEY TOWN HALL TRUST
and STOKESLEY MANORIAL LANDS TRUST

COMMUNICATIONS AND EVENTS COMMITTEE

Terms of Reference

Note: Reference to 'Council' includes both the Trusts.

1. Authority

- a. The committee is responsible to the Council as per its standing orders
- b. The committee will hold a minimum of two meetings per year

2. Membership

- a. Membership of the committee will be reviewed annually at the annual meeting of the Town Council in May.
- b. The committee will have power to elect a chairman who will be elected at the first meeting following the annual appointment of the committee.
- c. The committee will consist of four Council members and any members of the public who are not councillors may be co-opted up to a maximum of three. All will have equal voting rights. The quorum of the committee is three Council Members.

3. Records of proceedings

- a. Secretariat will be provided by the Town Clerk or Assistant Clerk.
- b. The committee will follow the same rules for convening its meetings and taking minutes as those applied to meetings of the full council. This means that 3 full days' notice including Saturdays but not the day that the notice is given, will be given ahead of the meeting, and the public will be invited to attend.
- c. Extraordinary meetings may be convened by the Chair without the usual notice period.

4. Responsibilities

The committee is responsible for:

- Media communications and advertising including the Town Council website, social media channels and all printed material.
- Making arrangements for the provision, maintenance and back up of the Town Council website.
- Creating, reviewing and updating a consistent corporate identity to be used on Town Council publications.
- Producing a Town Council newsletter in hard copy at least twice a year for distribution.
- Identifying opportunities for the council to participate in or run events.
- Have oversight of all events that third parties deliver in the Town Hall or on manorial lands.
- Managing a delegated budget for communications and events issues in the Town as agreed by Full Council annually.
- Ensure that the Town Council is General Data Protection Regulations (GDPR) Complaint.
- Any other communication issues as requested by full Council.

