



NORTH WALSHAM TOWN COUNCIL

Terms of Reference - Media & Information

Adopted by the Council at its meeting held on 24.4.18

Committee Election

All Councillors will be voted on the Committee at the Annual Council Meeting. In the event of more nominations than spaces an initialed paper ballot may take place. Non-Councillors can be invited to join the Committee. Committees may appoint Sub-Committees or working groups and determine their ToR's.

The Proper Officer writes/oversees the Agenda and Minutes (even if delegated to a Lead Officer). All members will be summoned to meetings. The Chairman and Vice Chairman of the Committee will normally be elected at the first meeting of the Committee following the Annual Council Meeting.

Any Committee vacancy occurring during the year will be filled by a Councillor being nominated at a Council meeting. In the event of multiple proposals an initialed paper ballot may take place. There will be no substitute members.

The Committee is approved to discharge the functions of the Council and has been given delegated powers to make certain decisions on the Council's behalf, these decisions cannot then be altered, unless by Standing Order 7. Only Councillors have the right to vote, non-Councillors do not.

Confidential matters are not open to non-Committee members or members of the public. All members of the Committee must respect the confidential matters.

Membership

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| Members | 7 Councillors/Non-Councillors, |
| Quorate | 3 Councillors/Non-Councillors |
| Public | Yes (non-confidential items are open to non-Committee members & general public) |
| Budget | £6K annually (advertising, adverts, press releases, signs, website/emails/social media) |
| Meetings | 2 nd Tuesday of every other month, or as required. Agenda items to be agreed with the Chair or Vice Chair of Media and Information Committee |
| Minutes | Draft minutes are approved by the Committee Chairman for presentation to Full Council and will be agreed by the Committee at their next meeting |

Delegated Powers/Objectives

- Tourism, including contents of Information Office
- Town Promotion
- Advertising
- Website & Social media
- Town Guide – design, printing and distribution
- Newsletter – design, printing and distribution
- Press – liaising, ensuring comments are not slanderous or libellous
- Notice boards/signs – contents of and keeping contents updated
- Carrying out surveys as requested by Council
- M&I ToR's/Policies (approve at Full Council)
- Any other matters as delegated by the Full Council