

LISKEARD TOWN COUNCIL

COMMUNICATIONS AND ENGAGEMENT COMMITTEE – TERMS OF REFERENCE

The focus of this committee is the provision of efficient administration of the Council, ensuring it engages with the community in a transparent and accountable manner.

1. The Committee is responsible for managing the usage, care, maintenance and upkeep of the following:
 - a) The office and administration
 - b) The management and updating of the website
 - c) Town Council publications including the Town Crier
 - d) The staffing and operation of the Town Information Centre. (The wages remit will be covered by under the Finance and Strategy Committee)
 - e) All aspects of tourism within the parish including the maintenance of lists of events, facilities etc.
 - f) Liaison with outside bodies concerned with the tourist trade
 - g) Public relations, consultation and engagement with the community
 - h) The selection of street names from the list drawn up by the Council; advising on and reviewing street names on the list; and requesting the Council to add more names to this list when it becomes depleted
 - i) Liaising with outside bodies on issues including health, recreation, education, community safety, disability, diversity and the natural environment of the parish
 - j) The planning, organisation and delivery of civic events and the support of community events
 - k) The upkeep of the Town Council trailer.
2. The committee is a standing committee of the Council. It comprises Councillors (normally 7) elected at the Annual Council Meeting, as well as the Mayor and Deputy Mayor as *ex officio* members.
3. The Committee meets monthly, except for August. Additional meetings may be called if required.
4. A quorum of the Committee is 50% of the members (Standing Order 48).
5. The business of Committee meetings is conducted in accordance with the published agenda. Items of an urgent nature related to the responsibilities of the Committee but which are not on the agenda may, at the discretion of the Chairman and by resolution of the Committee, be admitted.
6. The business of any meeting is minuted and reported to Full Council for ratification.
7. Annual estimates of expenditure for any financial year are agreed by the Committee and submitted in writing to the Clerk in accordance with Standing Order 56. This estimate should include the cost of any items known to require replacement in the current financial year and should specify whether any monies have previously been put aside for this replacement.
8. Concurrent with the submission of the annual estimates of expenditure, the Committee shall recommend to the Council any provision that should be set aside for the eventual replacement of capital items.
9. The Committee may resolve expenditure for approved budget items and, up to a limit of £1000, for a single unbudgeted item without further reference to Full Council, provided that such expenditure does not cause the approved budget to be exceeded. Recommended expenditure in excess of this limit should be minuted to be ratified by Full Council. In an emergency, and in consultation with the Clerk and the Chairman of the Finance Committee, the Chairman or Vice Chairman may authorise payments, to be subsequently ratified by the Committee.
10. The committee may wish to nominate specific members, sub-committees or working groups to take the lead on particular items of its remit where this would be useful.