

Alkham Parish Council.

Terms of Reference

Communications & Engagement Working Group

The Parish Council resolves to set up a Communications & Engagement Working Group (CEWG) to consider and make recommendations to the Parish Council on the most effective and efficient ways to communicate and engage with residents and others on matters which affect the community and the work of the Parish Council.

- The Parish Council Protocol for the Formation, Operation and Closure of Working Groups will form part of the Terms of Reference for the group.
- All members of the Working Group will sign it to confirm acceptance. The lead councillor will forward these to the Clerk. These are retained and held.
- The CEWG shall consist of no more than 6 members, with a maximum of 3 full council members, together with any individuals and / or representatives of community groups, as and when required, co-opted in an advisory capacity.
- The lead Councillor and council members will be elected at the Statutory Annual Parish Council Meeting.
- *Elected on 3rd July 2023 were Geoff Kaile and Trevor Johns.*
- Objective of the working group is to consider and make recommendations to the Parish Council on the most effective and efficient ways to communicate and engage with residents and others on matters which affect the community and the work of the Parish Council.
- To develop a communication and engagement strategy, which will be seen as being inclusive through the use of multiple channels of communication and able to demonstrate that its decision-making on significant issues, is informed and robust.
- Parish Council Members of the CEWG may meet with members of the community.
- All actions, suggestions, and proposals developed by the working group will be formally reported back to the full council at the next Parish Council meeting.
- Parish Councillor members of the CEWG must pay due regard to Alkham Parish Council Code of Conduct.
- The working group does not have delegated powers to make decisions on behalf of full council, nor should it exceed its purpose and remit.
- Working groups do not have a budget.