

# 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 Thursday 27<sup>th</sup> July 2023, 6pm 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: *G Lungley*

Date: 21<sup>st</sup> July 2023

Gill Lungley, Support Officer / Acting Clerk

### AGENDA

1. **Chairman's welcome.**
2. **Apologies.** To receive apologies from absent members and record the reason for absence.
3. **Declarations of Interest**  
Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to –
  - a) Keep their Register of Interests form up to date
  - b) 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.
4. **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.
5. **Public Forum.** Members of the public are invited to speak on matters relating to this agenda or for consideration at future meetings.
6. **To agree this committee's Terms of Reference.**  
Suggested Terms of Reference are appended, page 3.
7. **Appointment of a co-ordinator for volunteers**  
The council, via this committee, is keen to appoint someone who will engage with the community and work with volunteers to provide improvements within the parish.
8. **To agree the Policy Review Calendar,** as attached, page 4.  
Adoption and review of policies is to be undertaken on a regular basis.
9. **To prepare a Community Engagement policy and related communications policies.**
10. **To agree arrangements for creating a parish newsletter, including content and layout, number, printing, frequency, method of delivery.**

- 11. To consider preparation of this committee's budget for 2024/25 and beyond.**  
The council has allocated the sum of £2,000 to this committee for 2023/24. To also note the risks involved.
- 12. To approve the dates of future 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
<b>Review at Annual Council Meeting</b>			
Standing Orders		16/05/2023	05/2024
Financial Regulations		20/06/2023	05/2024
Code of Conduct	11/10/2022	Should have been <b>05/2023</b>	05/2024
Committee Terms of Reference	23/03/2023	20/06/2023	05/2024
<b>Strategy and Finance Committee, includes HR</b>			
Asset Register			
Complaints Procedure		04/04/2023	04/2025
Disciplinary Policy		In process	
Equality and Diversity			
Grievance Policy		In process	
Health and Safety Policy			
Internal Audit terms of reference		02/02/2023	02/2024
Internal Controls Statement		02/02/2023	02/2024
Insurance Policy			
Investment Policy			
Operational Risk Assessment		02/02/2023	02/2024
Record Management		12/01/2023	01/2025
Reserves and Balances Policy			
Sickness and Absence Policy		In process	
Training Policy			
<b>Communications and PR Committee, includes Fol and GDPR</b>			
Accessibility Statement (website)	17/10/2022		10/2023
Community Engagement Policy			
Data Breach Policy			
Data Protection Policy	undated		
General Privacy Notice	undated		
Media & Social Media Policy			
Privacy Statement (website)	undated		
Publication Scheme	undated	01/2023	01/2025
Recording of Meetings Policy			
Subject Access Requests			