

Terms of Reference

Village Voice & Website

Committee

- 6 Parish Councillors to be members of this Committee.
- The Committee shall report directly to the Parish Council.
- The Committee shall monitor the budget at each Committee meeting and report directly to the Council accordingly.
- The Chair of the Committee will ordinarily be the Editor of the Village Voice Newsletter, but an exception will be made if circumstances dictate.
- The contents and design of the Village Voice Newsletter and the Website can be approved by this Committee.
- The Clerk is to act as an Administrator to the Committee as part of their normal duties.
- From time to time, as required, non-Council representatives may be invited to join this Committee.
- The Committee shall meet at least once per year.
- To be quorate the Committee requires a minimum of 4 members to be present.