



# North Walsham Town Council

## Terms of Reference

### Media and Information

#### Committee Election

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All Councillors on the Media and Information committee will be voted on, at the annual full Council meeting. In the event of multiple proposals a secret ballot may take place. Non-Councillors will be invited to join the committee.

The Chairman and Vice Chairman of the Committee to be elected at the first meeting of the Committee following the Annual Town Council meeting.

Any Councillor vacancy occurring during the year will be filled, by a Councillor asking to be considered at a full Council meeting, they will then be proposed and seconded. In the event of multiple proposals a secret ballot will 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, the decisions then cannot be altered. Every member of the Committee has a right to vote.

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	4 Councillors/Non-Councillors, Mayor, Deputy Mayor
Quorate	3 Councillors/Non-Councillors
Public	Yes (non-confidential items are open to non-Committee members & general public)
Budget	1.5K quarterly, - 6K annually (Advertising, adverts, press releases, signs, phones, broadband, development/maintenance of website/emails/social media,)
Meetings	1 <sup>st</sup> Tuesday in every month if 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

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- Website - hosting, developing and maintenance
- Social media - hosting, developing and management
- Press - liaising, ensuring comments are not slanderous or libellous
- CCTV - use of, maintenance and upkeep
- Office IT – phones, broadband, computers upkeep & replacement
- Emails - secure, maintain, protected from malware and spam
- Polices - General Data Protection Regulations, M&I ToR's (approve at Annual Council meeting)
- Town Guide - design, printing and distribution
- Advertising - promotion of North Walsham, including managing and monitoring content
- Notice boards/signs - comply with health and safety requirements
- Any other matters as delegated by the Full Council