

Hope with Aston Parish Council

Communications Advisory Committee

Reviewed and Adopted

Date: 9th June 2025

Parish Council Minute: 039/25.2

The aim of the Communications Advisory Committee is to develop and maintain communications between the Parish Council, the community and relevant outside bodies in addition to monitoring appropriate use of internal communications.

The Committee shall consist of at least three councillors.

Meetings will be held as required and the Clerk will be in attendance where possible.

At least two clear working days will be given to all members prior to any meeting, and for a meeting to be quorate at least two members should be present.

Members, including the Clerk, may participate in the meeting in person or remotely by phone or video call.

Responsibilities of the Advisory Committee members are:

1. To promote the Parish Council and the work that they do.
2. To proactively engage with the local community.
3. To consider content of social media as necessary and implement as appropriate.
4. To deal with enquiries and issues raised by Parishioners about the communication and media facilities content.
5. To oversee the compilation, production and dissemination of the Parish Council newsletter.
6. To consider content of the website and ensure it is kept up to date.

Membership of the Communications Advisory Committee may be changed at any Council meeting.

Non-councillors may be invited to join the Communications Advisory Committee.

As an advisory committee with no authority other than to make recommendations and report back to the full council, it is not necessary to publicise an agenda and minutes or invite members of the public to meetings.