



Website & Information Committee – Terms of Reference

Purpose of the Committee

To ensure that the Town Council's website is modern, user friendly and that it provides a source of transparent information for members and the public.

Membership

The membership comprises of members which are selected at the Council's AGM.

In 2020 - 21, the membership comprises of:

Cllr. Gareth Rowlands (Chairman)

Cllr. Mike Kermode

Cllr Andrew Smith

Cllr Charlotte Frobisher

Cllr Bleddyn Williams

Quorum and Voting

- a. The quorum of the Panel shall be 3 Councillors.
- b. The Chairman of the Committee shall have a second or casting vote in the event of a tied situation.

Detailed remit includes:

- a. To provide a platform for information sharing amongst those interested in the Town Council's work.
- b. Promote news and events via the post facility.
- c. To make available the Council's statutory reports/policies e.g. Financial Regulations.
- d. Reviewing the website and suggest improvements for future content.
- e. Allocate and manage budget for the web-site.
- f. To review the use of IT as a means of communication for members of the Town Council.