



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 5 Councillors which are selected at the Council's AGM.

Quorum and Voting

- a. The quorum of the Committee will be 3 Councillors.
- b. The Chairman of the Committee will 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. To review the use of IT as a means of communication for members of the Town Council.
- f. Allocate and manage the council's website, information and publicity budgets in accordance with the above remit.