



THE PUBLIC RELATIONS COMMITTEE TERMS OF REFERENCE

Meetings - meetings will take place at on the first Tuesday in alternate months if required.

Constitution – Six Members in total. Three members shall constitute a quorum at meetings of the PR Committee

All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies - Admissions to Meetings Act 1960).

All non-Committee members may attend the Committees meetings and speak at the Chairman's discretion ,but are unable to vote.

The PR committee has limited delegated authority to enable it to publish messages on behalf of the Council and to incur up to £500 expenditure doing so in a budget year.

Responsibilities - to take a leading role in relation to public engagement

The PR committee will have the following specific duties:

- ✦ To maintain the Councils Public Engagement Strategy.
- ✦ To prepare and publish information on behalf of the Council (draft publications to be circulated to all committee members and agreed by a minimum of four members prior to committing to print).
- ✦ To have oversight of ATC publications, formulate regular social media updates according to the Council's Social Media Policy, maintain and publish a calendar of events and take a lead pro-actively engaging with the media.
- ✦ To manage its delegated budget and refer any potential further expenditure to full council for approval.