

# Llangunnor Community Council

## Web and Media Committee Terms of Reference

### **Membership**

The Committee shall consist of the Responsible officer, chair and vice of Council and 3 members elected at the AGM (where agreed this can be 4 members). The Chair will be elected at the first meeting of the Committee after the AGM.

### **Casual Vacancies**

The Council from among their members shall fill casual vacancies occurring in membership of the Committee. The committee if it feels that it is appropriate can co-opt either a council member or from the community.

### **Frequency of Meetings**

The Committee shall meet not less than 4 times in each year. A quorum at each meeting shall be 3 members.

### **Record of Meetings**

The Committee shall ensure that an agreed written record of each of their meetings is forwarded to the Council.

### **Functions of the Committee**

1. Set short / long term strategy for the Website, in line with and confirmed by the Council – this will assist web editor.
2. Review current status and past activity and identify any actions required, including any future expenditure.
3. Encourage members and public to use the Website and to seek to develop the Website in support of Council's activities.
4. To produce a newsletter including deciding on how often it should be published.
5. To regularly review (6 monthly) whether the Council should use social media to further inform the public of its intentions / activities.

**September 2018.**