

TERMS OF REFERENCE – PROMOTION AND PUBLICITY COMMITTEE

DELEGATED POWERS

Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee (or Sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED", and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes.

In any case where a Committee (or Sub) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

POWERS SPECIFICALLY DELEGATED TO THE TOWN CLERK

- 1.0 Authorising expenditure on items where the Council, or the appropriate Committee under delegated powers, within a budget approved by the Council, has agreed the expenditure.
- 2.0 Investing monies held by the Council with a view to obtaining the best rates of interest, provided that the monies are invested through the Council's appointed bankers, the Post Office or a reputable building society.
- 3.0 The power to act as the Council's "Proper Officer" in all cases where any legislation requires the appointment of such an officer.
- 4.0 To act as the Responsible Officer for Health and Safety, and as the Council's Proper Officer in all cases where legislation so requires.

PUBLIC AND PRESS

Under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) "that as publicity would be prejudicial to the public interest by reason of the {Special} {Confidential} nature of the business about to be transacted at Agenda Item... Namely... (state nature of business eg 'Discuss Clerk's Contract'), it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw."

Exclusion of the public and press must be minuted but it does not have to be on the Agenda. The exclusion of public and press should be used prudently and the Council must be clear on the reasons for doing so. The press and public can be excluded for the following reasons:

- 1.0 To discuss terms of service, or to discuss the conduct and dismissal of a member of staff
- 2.0 Terms and proposals and counter proposals in negotiating contracts
- 3.0 Preparation in legal proceedings
- 4.0 The early stages of a dispute
- 5.0 The early stages of agreeing tender/quotation details
- 6.0 The approval of tender/quotation details
- 7.0 To discuss a matter of commercial sensitivity

PROMOTION AND PUBLICITY COMMITTEE

Terms of Reference

- 1.0 Membership shall comprise eight Members of the Council.
- 2.0 Four Members shall constitute a quorum.
- 3.0 To elect a Chairman and Vice Chairman for each Civic year
- 4.0 The Committee will place before the Council annual estimates of expenditure relating to matters within its responsibility.
- 5.0 The Committee shall advise the Council on matters concerning Promotion and Publicity for the Town Council including The Bridge, Town Guide and Welcome Pack.
- 6.0 To ensure the design style of all Town Council printed and electronic materials are consistent
- 7.0 To produce four issues of The Bridge magazine each year in January, April, June and October.
- 8.0 To appoint four Members to liaise with the Town Clerk to assist with the production of each issue of The Bridge from inception to delivery.
- 9.0 To appoint four Members to liaise with the Town Clerk to assist with the production of the Town Guide and Welcome Pack from inception to delivery.
- 11.0 To receive quarterly reports from Town Clerk on the Town Councils website and social media.

Delegation of Power

1.0 *To the Committee*

- 1.1 To act in respect of all matters within the purview of the Committee including the incurring of expenditure which has been approved by the Town Council in the Annual Estimates.

2.0 **To the Chairman and Vice Chairman**

Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman and the Vice Chairman in conjunction with the Town Clerk, but must be submitted for approval or otherwise to the next meeting of that Committee

Responsible Officer	Town Clerk	Date effective from	2014	Review date	March 2017
Author	Town Clerk	Date last amended	May 2016		