

LANDEWEDNACK PARISH COUNCIL

Terms of Reference for the Liaison Committee

The Committee is responsible for devising and implementing community liaison with the parish and its voluntary groups and charities

MEMBERSHIP:

- Four Councillors
- Chairmanship and membership of the Committee will normally be decided at the Annual Meeting in May each year

QUORUM:

- A Quorum will be three members

MEETINGS:

- The Committee will meet four times a year and other times if necessary

RECORDING:

- The Clerk will attend all meetings and prepare the agenda and minutes

POWERS AND RESPONSIBILITIES

1. Creating and updating a consistent identity to be used for Parish Council communications
2. Contributing to the Parish Magazine on a regular basis
3. Developing a range of means of communication with the Parish and evaluating their effectiveness
4. Managing a delegated budget for communication and liaison matters
5. Organising the Annual Parish Meeting
6. Ensuring the provision and update of notice boards at specific locations to promote Parish Council initiatives
7. Developing and implementing a Parish Council Facebook page
8. Developing and maintaining links with all village groups
9. Developing a small Council grant scheme and ensuring that all village groups are aware of the scheme and how to apply to it
10. Contributing to the further development of the Council website

11. Developing and implementing plans to respond to any communication/liaison difficulties identified by the Council
12. To promote the involvement in and participation in Council events
13. To develop and maintain a Community Calendar

ADMISSION OF THE PUBLIC

- The public may attend all meetings unless temporarily excluded from part of the meeting by means of a special resolution