



NORTH WALSHAM TOWN COUNCIL

Terms of Reference - Media & Information

Committee Election

All Councillors on the Media and Information Committee will be voted on at the Annual Full Council Meeting. In the event of multiple proposals an initialed paper ballot may take place. Non-Councillors may be invited to join the Committee.

The Chairman and Vice Chairman of the Committee to be elected at the first meeting of the Committee following the Annual Town Council Meeting.

Any Councillor vacancy occurring during the year will be filled, by a Councillor asking to be considered at a Full Council meeting, they will then be proposed and seconded. In the event of multiple proposals an initialed paper ballot may take place. There will be no substitute members.

The Committee is approved to discharge the functions of the Council and has been given delegated powers to make certain decisions on the Council's behalf, the decisions then cannot be altered. Only Councillors have a right to vote, non-Councillors do not.

Confidential matters are not open to non-Committee members or members of the public. All members of the Committee must respect the confidential matters.

Membership

Members	7 Councillors/Non-Councillors,
Quorate	3 Councillors/Non-Councillors
Public	Yes (non-confidential items are open to non-Committee members & general public)
Budget	1.5K quarterly, - 6K annually (advertising, adverts, press releases, signs, content of website/emails/social media)
Meetings	1 st Tuesday in every month if required. Agenda items to be agreed with the Chair or Vice Chair of Media and Information Committee
Minutes	Draft minutes are approved by the Committee Chairman for presentation to Full Council and will be agreed by the Committee at their next meeting

Delegated Powers/Objectives

- Tourism, including contents of Information Office
- Town Promotion
- Advertising
- Website & Social media - content
- Town Guide – design, printing and distribution
- Newsletter – design, printing and distribution
- Press – liaising, ensuring comments are not slanderous or libellous
- Policies – M&I ToR's (approve at Full Council)
- Notice boards/signs – contents of and keeping contents updated
- Carrying out surveys as requested by Council
- Youth – Advisory Committee
- Any other matters as delegated by the Full Council