

Terms of Reference

Website Editorial Working Group

Membership

The Membership of the Working Group shall be 4 Councillors and the Parish Clerk.

The Members may co-opt others from the Parish onto the Working Group in an advisory or editorial role, as appropriate.

Meetings

The Working Group shall meet twice a year and at any such other times as felt necessary. The meetings of the working group, whilst informal, shall be held in accordance with the Council's Standing Orders.

Remit

The Working Group shall act as the Editorial Board for the parish website.

Purpose

The Working Group shall consider and make recommendations to the Parish Council in relation to:

- Website compliance and transparency
- Editorial content and structure of website
- Maintenance of the website in relation to costs, training and information upload
- Long term development of the website.

The Members of the Working Group shall be jointly responsible for nominating those who should have Editorial or Contributor rights to access the Parish Website.

Reporting to the PC

The Working Group will report to the PC following each meeting and at any other time as felt necessary. The Working Group will provide copies of the meeting notes to members and these will be formally received and minuted under Council and Representative Reports.

Delegated Authority

The Working Group will have the authority to make any adjustments to the existing website as felt necessary however, no material changes will be made and no costs incurred without the approval of the Parish Council.