

Social Media Group

Terms of Reference

The Social Media Group was formed to create content for the Parish Council's Facebook page.

1. Membership

The Group will consist of 3 members of the Council, the Clerk and Deputy Clerk.

Membership will be confirmed at the Annual Meeting of the Parish Council.

2. Responsibilities and Areas of Operation

The Group is tasked with creating content for the Parish Council's Facebook page.

Posts will include:

- Details of all full Council and Committee meetings
- Staff appointments
- SAM2 speed sensor results

Posts may also be created for:

- Updates on Council projects
- Information on road closures
- Information on local events
- Requests for volunteers

The Working Group will arrange its own meetings and schedule of work.

One member of the Group will give updates to each Full Council meeting.

3. Decision making

Any member of the Group may propose content ideas and create a post.

All posts to Facebook must be approved by a majority of councillor members of the Group. This approval can be given via WhatsApp, SMS, email, or the app/software being used to collate the posts.

4. Powers

The Group has delegated authority to create content and post on Facebook without prior approval by the full Council.

5. Meetings

The Group does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies to any Councillor who is a member.

Formal agendas and minutes are not required.