1. This Sub Committee of Resources shall be known as the **COMMUNICATIONS STRATEGY SUB COMMITTEE.**

   Membership

2. Membership of the Communications Strategy Sub Committee is open to any Councillor who wishes to be a member.
   2.1. Councillors who are not Members of the Sub Committee may attend the meeting, but they may not vote on a decision.
   2.2. The Committee has the power to Co-opt other non-voting Members.
3. The Sub Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

   Chair

4. The Sub Committee shall elect a Chair at the first meeting after the Annual Town Council Meeting. The Chair's period of office is for one year.
5. The Sub Committee shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.
6. The Chair, if present, shall Chair the Sub Committee meeting.

   Conduct of the Meeting

7. All meetings of the Communications Strategy Sub Committee shall be convened in accordance with the Town Council's Standing Orders and current legislation.

   Area of Operations

8. The Sub Committee has the delegated responsibility from the Resources Committee to make decisions in all aspects relating to Communications, for example newsletters, websites, leaflets, and social media.

   Powers and responsibilities

9. In addition to the areas of operation above the Communications Strategy Sub Committee has the following specific responsibilities:
   9.1. To discuss and agree articles for inclusion within the Town Council's newsletter.
   9.2. To compile and arrange for distribution of the Town Council's newsletter.
   9.3. To agree procedures for the communication methods the Council uses.

9.4.   To review and arrange for the management of any website under the Town Council's control.

9.5.   The Sub Committee has authority to proceed with all items within the publicity budget and the website budget, or any budget from time to time which falls within communications. However, the Sub Committee must refer to the Resources Committee when non-budgeted expenditure is anticipated.

9.6.   To monitor and improve the Council's communications impact in so far as they relate to this committee.