



RAYNE PARISH COUNCIL COMMUNICATIONS & DATA COMMITTEE TERMS OF REFERENCE

The Communication and Data Committee is a Standing Committee of Rayne Parish Council.

The Rayne Parish Council Communication and Data Committee shall consist of at least five core voting members of Rayne Parish Council, membership includes the Chair and Vice-Chair who are ex officio members plus the chairman of each standing committee, who are appointed annually at the Annual Council meeting. All members are encouraged to attend committee meetings.

- Three members of the committee shall constitute a quorum for meetings.
- A Chairman is to be elected at the Annual Council Meeting, and shall hold office until the committee meeting after the Annual Council Meeting of Rayne Parish Council as per the Standing Orders.
- Should any elected member, including the Chairman and Vice Chairman, resign, a new member of the committee will be appointed at the next full council meeting and this will be noted in the minutes of the next full council meeting.
- Only members of the committee may vote and participate in the meeting. In the case of an equal vote the Chairman shall have a casting vote.
- If a member has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then s/he shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.
NB. If a member who has declared an interest, then considers the interest to be prejudicial, s/he must withdraw from the room during the consideration of the agenda item to which the interest relates.

The Standing Orders on the rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interest of members in contracts other matters shall apply to committee and sub-committee meetings.

If the number of Councillors present (not including those disbarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned, and any business not transacted shall be transacted at the next meeting or on such other day as the Chairman shall arrange.

RESPONSIBILITIES

- To oversee that the GDPR policies and processes are carried out, so that the Council remains GDPR compliant, at all times.
- To maintain and improve the council's communication within itself and also to the wider community.
- To provide good strategy for the Social Media pages.
- To review, make additions or improvements to the content of the Parish Council website.
- To ensure that data is processed and kept securely.

- To provide IT support for the various platforms that the Council uses to include and not limited to email, cloud facility, website, telephone system and remote meeting platforms.
- To maintain and work towards Local Council Awards.
- To oversee that the Health and Safety policies and processes are carried out, so that the Council remains Health and Safety compliant, at all times.

MEETINGS

Meetings shall be called by the Chairman of the Committee and the Clerk bi-monthly as set out in the council calendar.

Minutes of all meetings will be recorded by the Clerk or any member nominated at the meeting. All minutes shall be open for inspection by any Member of the Parish Council or Public.

The Public and Press may be admitted to meetings. If required they may be temporarily excluded by the means of special resolution as follows: "In accordance with Part 1, Schedule 12(A) of the Local Government Act 1972 the Press and Public be excluded from the meeting during the consideration of these items due to the confidential nature of these items."

BUDGET

The Communications & Data Management Committee have a budget set for 25/26 of £3,000, if any one item of expenditure should exceed £500 the spending will be taken to the next full council meeting for approval. In the case of an emergency spend the Chairman of the committee along with the Clerk will make a decision which will be reported to the next full council meeting.

REVIEW OF TERMS OF REFERENCE

The Terms of Reference will be reviewed annually at the first meeting of the committee after the Annual Council Meeting of the Council and where necessary make appropriate recommendations to full council.

Date effective from: June 2020

Last review date: March 2025

Next review date: March 2026