

Terms of Reference - Community Engagement Working Party

1. Introduction

- 1.1. The Community Engagement Working Party ('the working party') is a working party of Cheddar Parish Council ('the Council') and is established to oversee the Council's communication strategy to improve Council engagement with the parish.

2. Membership

- 2.1. All members of the working party are members or officers of the Council. The working party consists of three people, one of whom is the clerk.
- 2.2. At its first meeting the working party will identify one of its members to chair meetings.

3. Decisions

- 3.1. The working party shall recommend actions or decisions to the Council who will vote on those requirements / motions at the next relevant meeting and feedback accordingly so as not to delay actions unduly. The working party has no budgetary or spending powers – if expenditure of any kind is expected because of the working party recommendations it must be referred to the Council, for approval.

4. Meetings

- 4.1. The working party is advisory. It does not need to give notice of its meetings and does not need to meet in public.
- 4.2. The working party will report its activity to each meeting of the Council.

5. Quorum

- 5.1. The quorum shall be two.

6. Responsibilities

- 6.1. The purpose of the working party is to:
 - review and oversee the redesign of the current Council website for recommendation to Full Council.
 - produce a Communications Strategy for adoption.
 - consider and make recommendations for delivery of the Communications Strategy and council communication.
 - suggest changes to the Council's existing communication policies; Social Media & Electronic Communication and Press & Media Policy, where applicable.

- 6.2. The Council will consider the strategy and policies and may instruct the working group to support the implementation of these, if necessary.

7. Life of the Community Engagement Working Party

- 7.1. The working party shall continue until the website, Strategy, Policies and delivery are approved by the Council, deemed unnecessary by the Council or until such time as the working party members determine.

8. Review

- 8.1. The Terms of Reference shall be reviewed by the Council in June of each year.

Version control

- 1.0 Adopted. November 2024.
Reviewed, minute 7700(iv). June 2025
- 1.1 Reviewed and amended as recorded, minute 7941. June 2026