



LITTLE MARLOW PARISH COUNCIL

SOCIAL MEDIA WORKING GROUP

TERMS OF REFERENCE

Resolved at the Council Meeting on 25th April 2023

Remit:

- The Working Group exists to maintain and enhance Social Media communications by the Parish Council.

Time:

- The Working Group shall be constituted for an initial period of two years.
- The initial period may be extended for an additional period which must be defined by the Parish Council in a full council meeting.

Composition:

- The Working Group may comprise community residents.
- At least three members of the Working Group must be a Parish Councillor.

Powers:

- The Working Group may only act under the direction of the Parish Council.
- The Working Group has no requirement to publish an agenda.
- The Working Group has no requirement to keep minutes.
- There is no requirement for the Clerk to attend the Working Group.
- The Working Group can independently raise funds and sponsorship to be spent by the Parish Council.
- All members of the Working Group must be familiar with its Terms of Reference.

Expenses:

- The Working Group has no budget but reasonable incidental expenses incurred in the course of the Working Group's work will be reimbursed, subject to approval by the Parish Council.

Data:

- All information collected is to be available to the Parish Council.

Last Reviewed: April 2023

To be Reviewed: ACM – May 2024