



Bleadon Parish Council Newsletter Working Group

1.0 Authority

1.1. The Newsletter Working Group is constituted as a working group to support Bleadon Parish Council (BPC). Its terms of reference are set out as below, as approved by the full Council, and subject to amendment at future Council meetings. Its authority is limited to making recommendations and undertaking actions resolved by the full Council. It therefore has the option not to meet in public.

1.2. The Group is authorised by the full council to invite BPC councillors, employees, contractors, or members of the public, if it considers this necessary to discharge its duties.

2. Overall Purpose/Function

2.1. The purpose of the working group is to advise BPC on future arrangements regarding the production and dissemination of the Bleadon Village Newsletter.

2.2. The group will make recommendations to BPC for consideration and resolution and will act on the Council's behalf when authorised through resolutions agreed at Council meetings.

3. Duties & Responsibilities

3.1. To consider the outcomes of consultation exercises in relation to the BPC funded newsletter and make recommendations for change to the full Council.

3.2. To make recommendations to the Council in relation to the production and dissemination of the newsletter, including – but not limited to:

- Canvassing for content
- The process for appointing editors
- Limits on advertising and advertising income

3,3 Undertaking any other related activities on behalf of the Parish Council.

4. Membership/Attendance/Quorum

4.1. The core members of the Group shall include three members of the Parish Council.

4.2. Non-councillors may be appointed.

4.3. There is no quorum requirement, but all recommendations shall be referred to full council for any decision.

5. Frequency and Administration of Meetings

5.1. The Group will agree its own meeting schedule if required, will publish an agenda and will inform the Parish Clerk of any outcomes.

5.2. The notes of the meeting shall be presented to the next available full Council meeting. Any recommendations for decisions will be presented to the Council in writing in the usual way for inclusion on the agenda.