



Nailsworth Town Council

Terms of Reference of the Communications Committee

1 The committee reports to the Town Council

2 Its aims are to:

2.1. promote better communication in the Town

2.2. facilitate two way communication between the Town Council and the Town

3 In pursuit of these aims it will:

3.1. review the Town Council publications policy at least annually

3.2. keep the Town Council website fresh and up to date

3.3. ensure the Council makes good use of communication methods such as Nailsworth News (the monthly Town magazine), notice boards and other methods, e.g. the Annual Town Meeting

3.4. develop and implement an effective mechanism for dealing with media enquiries

3.5. publish updates to the Town Directory as required

3.6. encourage wider promotion and reporting of Town activities (for example by making web-links available to Town organisations and providing material to the local press)

3.7. develop and implement an effective mechanism for responding to consultations

The committee will meet on an ad-hoc basis

The committee will review these terms of reference periodically.