



## **Bridlington Town Council Terms of Reference Newsletter Committee**

1. By virtue of s101 & s102 Local Government Act 1972, Bridlington Town Council has resolved to delegate some of its functions to the Newsletter Committee.
2. The Newsletter Committee, unless the Council otherwise directs, may arrange to discharge any of its delegated functions to one or more Sub-Committees or to Officers of the Council.
3. The Newsletter Committee shall be appointed for one year and be elected at the Annual Meeting in May.
4. The Committee shall consist of **six** members.
5. The Quorum of the Committee shall be **three**.
6. The Committee shall elect a Chairman and Vice-Chairman at its first meeting following the Council's Annual Meeting.
7. The Committee's primary responsibility is the production of four editions of the Council's Newsletter per annum.
8. The Chairman will act as the Editor of the Newsletter and will be responsible for collating the editorial content subject to final approval of Council.
9. Notices/agendas of the meetings of the Newsletter Committee shall be sent to all councillors, with a copy being placed on the Notice Board and on the website.
10. Minutes of the meetings of the Newsletter Committee shall be kept with copies being placed on the Council's website following receipt at Council.
11. A finished copy of each edition of the Newsletter will be provided to all members for proofing prior to the Editor signing it off for production.
12. The Committee will agree the Newsletter's advertising policy, its format, its design and production and its distribution.
13. The Committee reports directly to the Bridlington Town Council and recommendations impacting over and above the budget granted to the Committee must be confirmed by the Council.
14. The Committee will meet not less than four times per annum.
15. The Committee will have the power to set an operational budget subject to the Council's approval.
16. All Standing Orders adopted by the Council shall apply to the Newsletter Committee.