

**Communications Sub – Committee**

**Terms of reference**

**Members:** **Trudy Stedman (Chair), James Prothero, Deborah Landymore, Josh Boyd-Green, Jeff Morgan.**

The Communications Sub-Committee shall be delegated to make decisions on behalf of the Council in the following matters:

* Content of the Annual Report.
* Content of any publicity relating to Hay Town Council.
* Publications/ promotion materials relating to Hay Town Council events e.g. Citizens of the Year Award; Christmas Party
* Updating and review of the HTC website and social media.

The Committee makes recommendations to Full Council, where a final decision will be made.

Recommendations can only be made from the committee if it is quorate. Communication is bounded by HTC Financial Regulations.

‘Authority to act’ can be delegated to the Sub Committee by Full Council when expediency dictates it necessary.

**Our Aims**

* To raise the profile of Hay Town Council and the work being undertaken
* To communicate regularly with residents using a range of methods
* To ensure that residents are given the opportunity to communicate with the council.