

HAWARDEN

COMMUNITY

COUNCIL



CYNGOR

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**COMMUNICATIONS SUB COMMITTEE  
TERMS OF REFERENCE**

<b>1.</b>	The <b>Communications Sub Committee</b> is constituted as a Sub-Committee of the <u>Community Amenities Committee</u> of Hawarden Community Council. It is therefore subject to the Council's Standing Orders and Code of Conduct (which shall be renewed on an annual basis at the Council's Annual General Meeting (AGM) in May).
<b>2.</b>	The <b>Communications Sub Committee</b> has delegated powers to authorise expenditure and consider proposals that fall within its remit, "subject to the budget proposals and considerations reviewed at the beginning of the year during the budget setting process".
<b>3.</b>	The <b>Communications Sub Committee</b> has delegated powers to act on and resolve any issues that arise from its remit.
<b>4.</b>	<p>The <b>Communications Sub Committee</b> shall consist of nine voting members as follows:</p> <p>Councillor Helen Brown Councillor Bob Connah Councillor Lowri Earith Councillor George Hardcastle Councillor Dan Preece Councillor Emma Preece Councillor Darren Sterry Councillor Sam Swash Councillor Richard Taylor</p> <p>The membership will be reviewed each year at the Council's Annual General meeting. A quorate will be <u>three members</u>.</p>
<b>5.</b>	The Chairman of the Committee will be elected during the first ordinary meeting of the committee. <u>It is good practice for the Chair of the Community Amenities Committee to act as the Chair of this sub-committee.</u>
<b>6.</b>	There will be no vice-chairman; if the Chairman of the Committee is unable to attend any meeting, the Chairman of the Council shall automatically take the Chair if present. If he/she is not available, then the first item of business shall be to appoint a Chair.

7.	The <b>Communications Sub Committee</b> <u>shall meet quarterly or more frequently if required, excluding August which is a Recess month.</u>
8.	The <b>Communications Sub Committee</b> shall be administered and managed in accordance with these Terms of Reference.
9.	The Communications Sub Committee remit shall extend to the following areas: <ul style="list-style-type: none"><li data-bbox="363 360 1390 472">• <u>The determination, and then execution of, viable methods for the Hawarden Community Council to meaningfully Engage the Community both generally and for specific issues.</u></li><li data-bbox="363 479 1390 551">• <u>To increase the transparency of the business of the Hawarden Community Council.</u></li><li data-bbox="363 557 1390 669">• <u>To provide the Community with the option to have more input in the business of the Hawarden Community Council, and all the necessary information to do this.</u></li></ul>

