

# **ASHFORD PARISH COUNCIL**

**Approved and adopted on 24 July 2019**

## **Terms of Reference for Committee tasked with setting up with Village Communications.**

**The Chairman is to be Councillor Lawson.**

The members to be Councillors Hall, Holder and Lawson.

The general aims going forward are to make Ashford Parish Council (APC) open and approachable to all residents. To encourage discussion and to elicit opinion as to what is expected of APC and what is important to villagers.

The function of this committee is the setting up and establishing of procedures and safeguards but not the future running of the network.

The specific tasks are:

To set up an email network that is independent of any other in the village and is for APC purposes only.

To invite all residents to provide an email address to enable APC to communicate with the village. Residents should be asked to clarify if email address is joint or individual.

To establish an alternative for those not having internet

To investigate safeguards to ensure all data collected is stored securely and in line with current legislation.

To set up an email address that is unique to APC and establish who sends/receives emails on behalf of APC.

To modify/ improve the website so that it is clearer and more user friendly in conjunction with the webmaster and to ensure that at least one councillor is trained to make alterations to the website.

To finalise the domain ownership.

To have all of the above working by 1<sup>st</sup> December 2019

The Committee is authorised to incur expenses to a maximum of £500. All items to be supported by invoices/receipts made out to APC. Payments to be by reimbursement to committee members or invoiced to APC and payable by the Clerk.

The committee will hold meetings separately from APC, attended by the Clerk, minuted and open to the public.