



## RAYNE PARISH COUNCIL

Clerk to the Council: Mrs Sarah Cocks  
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The Communication and Data Committee is a Standing Committee of Rayne Parish Council.

The Rayne Parish Council Communication and Data Committee shall consist of at least five core parish councillors (a chairman and four others), who are appointed annually at the Annual General Meeting

- Three members of the Committee shall constitute a quorum for meetings.
- A Chairman is to be elected annually by the committee, at the first meeting held after the Annual General Meeting of Rayne Parish Council and shall hold office until the next Annual General meeting of Rayne Parish Council as per their Standing Orders.
- Should any elected member, including the Chairman and Vice Chairman, resign a new member of the Committee will be elected at the next Full Council meeting.
- Only members of the committee may vote and participate in the meeting. In case of an equal vote the Chairman will have a casting vote.
- If a member has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest required.

The Standing Orders on the rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interest of members in contracts other matters shall apply to committee and sub-committee meetings.

If the number of Councillors present (not including those disbarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned, and any business not transacted shall be transacted at the next meeting or on such other day as the Chairman shall arrange.

### RESPONSIBILITIES

- a) To review, write and recommend Council Policies
- b) To oversee that the GDPR policies and processes are carried out, so that the Council remains GDPR compliant, at all times.
- c) To maintain and improve the Councils communication within itself and also to the wider community.
- d) To provide good strategy for our Social Media pages
- e) To review make additions or improvements to the content of the Parish Council website
- f) To ensure that data is processed and kept securely,

- g) To provide IT support for the various platforms that the Council uses to include and not limited to email, cloud facility, website, telephone system and remote meeting platforms.
- h) To maintain and work towards Local Council Awards
- i) To oversee that the Health and Safety policies and processes are carried out, so that the Council remains Health and Safety compliant, at all times.

## **MEETINGS**

Meetings shall be called by the Chairman of the Committee as and when deemed necessary. There will be a minimum of 5 days' notice given.

Minutes of all meetings will be recorded by the Clerk or any member nominated at the meeting. All minutes shall be open for inspection by any Member of the Parish Council or Public.

The Public and Press may be admitted to meetings. If required they may be temporarily excluded by the means of special resolution as follows: "In accordance with Part 1, Schedule 12(A) of the Local Government Act 1972 the Press and Public be excluded from the meeting during the consideration of these items due to the confidential nature of these items."

## **REVIEW OF TERMS OF REFERENCE**

The Terms of Reference will be reviewed annually at the first meeting of the committee after the Annual General Meeting of the Council and when necessary make appropriate recommendations to Full Council.

Date effective from: June 2020

Last review date: September 2021

Next review date: September 2022