Overton Community Council

**Terms of reference Website Committee**

**Membership:** 3 members of the council (and shall meet 4 times a year).

**Purpose of the committee**

The Website Committee is to consider all the aspects of the Council website.

**Aims and objectives**

The Committee is to ensure the continual day to day running of the website:

* To update the website as and when required - diary markers, links , announcements
* Upload documentation relating to Council and Committee Meetings.
* Publish expenses payments made to members

**Quorum**

A minimum number of three Committee members are required for decision-making purposes.

**Reporting and accountability**

The group will be a committee of the Council and as such will refer any matters to the council that are deemed significant enough to require full council consideration or approval.

**Review arrangements**

The committee will be a standing committee of the council. The appointment of the committee will be considered at the Annual Council Meeting who may decide to alter or dissolve the committee as required.