

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.