



**Sprotbrough and Cusworth Parish Council**

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**Appendix 7 - Terms of Reference – Newsletter Working Group  
Adopted 15<sup>th</sup> July 2021**

**1. Background**

- 1.1 This working group has been created by the Council to lead on preparation of the Parish Council newsletter.

**2. Membership**

- 2.1 The working group shall consist of up to five Councillors who are appointed at the annual meeting of the Parish Council in May each year. The Chair of the Council can attend meetings of the working group in an ex officio capacity and does have voting rights. The working group will also include the newsletter editor.
- 2.2 The Clerk to the Council (and Deputy in their absence) will also attend meetings of the working group to advise on Parish Council policy and procedure.
- 2.3 All other members of the Council have the right to attend meetings and make representations on the matters being discussed.
- 2.4 The Quorum for a meeting will be a minimum of two Councillor Members.
- 2.5 All members of the working group are expected to represent the interests of the whole Parish Council area.

**3. Meetings**

- 3.1 The working group will meet three times a year to coincide with the distribution of the newsletter. The Clerk will arrange the meetings of the working group.

#### 4. Rules & Regulations

- The Councillors' Code of Conduct will apply to all members of the working group.
- The conduct of meetings will be governed by the Council's adopted standing orders.

#### 5. Responsibilities

- 5.1 The Working Group has been set up to lead on the preparation of the Parish Council newsletter. All recommendations to be in line with the powers available to the Council and to be of benefit to the communities of the parish area.
- 5.2 The working group is not a campaigning or political group.
- 5.3 If there are any items which the working group do not agree they will be referred to the Parish Council for a final decision on its inclusion in the newsletter. Should the issue be time sensitive then the Chair of Council will have the deciding vote.

#### 6. Procedure for production of the newsletter

- 6.1 The protocol for the production of the newsletter shall be as follows;
1. Clerk to set up meeting of working group to fit in with timescales for the delivery and production of the Sprotbrough/ Cusworth Arrow (who distribute the newsletter). Ian to liaise with Michelle at the Arrow regarding dates and Ian Howard at the printers for print deadlines.
  2. Clerk to send email to all councillors before the working group meeting to ask for ideas for consideration by the working group for articles in the newsletter.
  3. Working group meet to discuss ideas and agree initial content for newsletter.
  4. Ian to produce draft for circulation to working group members. Some articles may be time sensitive and final dates/ information may be unknown at the time of the draft. If an article is submitted by, or includes quotes from a councillor not part of the working group they will also receive the draft newsletter to ensure their account is correct.
  5. Working group to provide comments to Ian on draft.
  6. Ian produces final draft to be sent to printers and then distributors.
  7. Final version circulated to all councillors for information.