STILTON PARISH COUNCIL

Stilton Pavilion, High Street, Stilton PE7 3RA
Telephone: 01733 639106 - Email: clerk@stiltonparishcouncil.gov.uk

Terms of Reference

Editorial Working Group

1. **Membership**

   The Parish Council shall appoint members of the Working Group (WG) and membership will be reviewed annually at the Annual Meeting of the Parish Council. WG membership to be limited to a maximum of 4 Parish Councillors and the Parish Clerk.

2. **Leader**

   The Parish Council, subject to review, shall appoint the Leader of the Working Group annually. The Leader will be the Working Group's main point of contact for council staff, council members and members of the public.

3. **Powers**

   Working Groups cannot make any financial decisions on behalf of the Parish Council, and any reports presented by Working Groups (involving recommendations) will be subject to approval by the Parish Council. Delegated authority is granted to finalise editorial as detailed under **Responsibilities and Main Aims**.

4. **Meetings**

   The WG shall meet as and when required.

5. **Responsibilities and Main Aims**

   - The purpose of the group is to create editorial content for the Parish Council to enable its activities to be publicised, information shared and the community empowered to engage.
   - The Editorial WG will pay particular attention to SPC's Communication Policy.

   In particular, the WG will …

   - Prepare, present to the Parish Council and finalise the bi-annual Parish Newsletter (hard copy – distributed to all households in the village – Summer and Winter editions);
   - Prepare, finalise and forward the monthly article to SCAN;
   - Prepare (using Canva), finalise and circulate the monthly article on social media;
   - Prepare, finalise and circulate any editorial at the request of the Parish Council;
   - Work collaboratively with the Chairman and PC committees to create the Annual report ready for presentation at the Annual Meeting of the Parish Council. The Annual report to then be circulated on social media in May each year.

6. **Document Review**

   Reviewed: 12 May 2026 (agenda item PC107/26)
   Next review date: May 2027