**ALDBOROUGH AND THURGARTON PARISH COUNCIL**

TERMS OF REFERENCE FOR THE VILLAGE MAGAZINE COMMITTEE

Aldborough & Thurgarton Parish Council will appoint the Village Magazine Committee with the composition, quorum, role and functions indicated below.

1. The Committee shall comprise at least 3 and up to 4 Councillors and up to 4 non-Councillors
2. The quorum of the Committee shall be 3 who shall be 3 Councillors.
3. The members of the Committee shall serve for a maximum term ending at the next Parish Council elections.
4. Meetings will be subject to the Aldborough & Thurgarton Parish Council standing orders.
5. The Chairperson shall have a casting vote provided that the Chairperson is also a Parish Councillor and eligible to vote.
6. The first order of business for the committee will be:-  
   1. to appoint an admin supervisor.
   2. to appoint an editor.
7. The Committee shall:-   
   1. hold at least one ordinary meeting per year in March or in April.
   2. hold any other meetings as the committee sees fit.
   3. meetings will include public participation.
8. The Committee shall undertake the following role and functions:
   1. To deal with the day-to-day production of the Village Magazine.
   2. To report to the Parish Council at their bi-monthly meetings with up-to-date information relating to the production of the Magazine.
   3. Authorise expenditure up to a value of £260 per issue, provided that expenditure does not exceed advertising income by a value of £50 in one edition of the Magazine. If expenditure is above income by more than £50 for any one issue, then the committee will obtain the permission of the full Council by extraordinary meeting if necessary. Expenditure to be reported by the Clerk to the full Parish Council at their next Ordinary Meeting.
   4. To prepare clear paperwork showing advertisers details as required to enable the issuing of invoices for any advertising placed in the magazine.
   5. The Clerk will report back to the committee in good time any bad debt.
   6. To ensure the Village Magazine complies with laws, guidance and restrictions of Parish Councils on publications.
9. Shall not appoint any sub-committee without permission of the Parish Council.
10. Any profits from production of the Magazine shall be donated to organisations within Aldborough and Thurgarton or used for charitable purposes or events within Aldborough and Thurgarton.