



## **Editorial Working Group Terms of Reference**

### Remit

The Editorial Working Group is constituted to deal with the production of the Council's newsletter, Horsforth Matters, and the Horsforth Community Directory.

### Responsibilities

The Working Group has the following responsibilities:

1. To produce, publish and distribute Horsforth Matters and the Horsforth Community Directory within the agreed budget and in accordance with any requirements of Community and Environment Committee and/or full Council.
2. To produce the number of editions of Horsforth Matters per annum as specified by the Community and Environment Committee.
3. To ensure the publication of Horsforth Matters and Horsforth Community Directory at the times of year and dates specified by the Community and Environment Committee.
4. To ensure adequate arrangements are in place for the distribution of Horsforth Matters and Horsforth Community Directory, in accordance with any specific directions from Community and Environment Committee.
5. To provide a final draft of Horsforth Matters to the Chairman of Community and Environment Committee and to the Clerk for final sign-off prior to publication and distribution.
6. To keep the Horsforth Community Directory updated – online and paper editions.
7. To operate within the Working Group Protocol
8. To consider the costs involved in producing, publishing and distributing Horsforth Matters and the Horsforth Community Directory and to make recommendations on expenditure to Community and Environment Committee or, if appropriate, to the Clerk operating within the Clerk's delegated powers.
9. The Working Group does not have power to make any decisions as to expenditure or otherwise.

### Membership

Open to all members of the Council.

Non-members may be co-opted but shall have no voting rights.

Membership shall be reviewed annually at the Annual Meeting of the Town Council.

The lead of the Working Group shall be appointed at the first meeting of the Working Group after the Annual Meeting of the Town Council.

### Conduct of business

Business of the Working Group shall be conducted in accordance with the Working Group Protocol.

### Reporting

The Working group will report to Community and Environment Committee.

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Adopted: 29<sup>th</sup> July 2021.

Reviewed: 29<sup>th</sup> May 2025

Review Date: May 2026