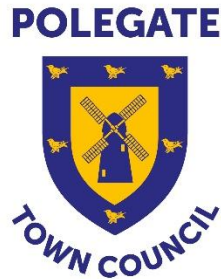


Polegate Town Council



WEBSITE WORKING GROUP TERMS OF REFERENCE

TERMS OF REFERENCE		
Issue No.	Date completed	Details of amendments
1	20.05.24	Adopted at Annual Stat Meeting
2	19.05.25	Adopted at Annual Stat Meeting
3	11.05.26	Adopted at Annual Stat Meeting

1. Working Group Structure

- 1.1 The Working Group will be constituted at the Annual Council Meeting in May each year.
- 1.2 The Working Group will meet as often as required. The working group has no delegated decision-making powers and will make recommendations to Council for resolution other than through Town Clerk delegated authority.
- 1.3 The working group will consist of 3 Councillors plus the Town Clerk.
- 1.4 The working group will elect its own Chair and Vice-Chair

2. Specific Responsibilities

- 2.1 The Working Group will discuss and make recommendations to council on all matters relating to the website.

**Statement prepared for adoption by Polegate Town Council at its meeting on
11.05.26**

Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO