



RAMSGATE TOWN COUNCIL

EDITORIAL AND WEBSITE WORKING GROUP

General

To assist the Digital Communications & Marketing Officer with content arrangement for:

- CommunityAd magazine
- Ramsgate Town Website
- Visit Ramsgate Website

The Group's focus will be on promotion of the town (the Council deals with promotion of the Council).

Membership, Chairmanship and Quorum

Membership	3 elected members from Ramsgate Town Council Digital Communications and Marketing Officer (Mr D Williams) Office Apprentice (Miss O Collingwood)
Appointments/Removals from Office	By resolution of Town Promotion Committee
Restrictions on Appointment	None
Quorum	3
Number of ordinary meetings per Council Year	1 for objective setting (face-to-face) and virtual for content management six times per year.
Chair	Digital Communications and Marketing Officer
Terms of Reference	Once approved, can be amended as requested by the Group by the Town Promotion Committee.

Terms of Reference

The group will:

- 1) Review at least annually the remit & performance of the following publications:
 - CommunityAd Magazine
 - Ramsgate Town Website
 - Visit Ramsgate Website

And recommend any policy changes (changes to remit, communications to start / cease) to the Town Promotion Committee for consideration.

- 2) Produce a draft budget for publications within the group's remit.
- 3) Be available to proof reading of all content as requested by the Digital Communications & Marketing Officer.
- 4) Assist the Digital Communications & Marketing Officer with design queries as required.

Notes;

These Terms of Reference were approved by the Town Promotion Committee on the 22nd June 2022.