**Terms of Reference: Planning Advisory Working Group**

**Membership:** Minimum 2 Councillors  
**Purpose:**  
To consider and provide informed recommendations to the Parish Council on planning applications and local development matters.

**Responsibilities:**

* Review planning applications received by the Parish Council.
* Liaise with the local planning authority where necessary.
* Ensure compliance with the Parish Council’s planning policies and the local plan.
* Consult residents on planning issues where appropriate.
* Report findings and make recommendations to the Full Council.

**Meetings:** As required, prior to Council meetings or upon receipt of planning matters.

**Terms of Reference: Billinge Beacon / Local Life Working Group**

**Membership:** Minimum 2 Councillors  
**Purpose:**  
To manage and contribute content to the *Billinge Beacon* and other local newsletters or communication platforms (e.g., *Local Life*) for the Parish.

**Responsibilities:**

* Collate, write and edit content for newsletters and articles.
* Ensure all material aligns with Parish Council values and communication policies.
* Liaise with designers, printers, and distributors where applicable.
* Encourage community involvement and feedback through media channels.
* Report progress to Full Council.

**Meetings:** Quarterly or as required.

**Terms of Reference: Press Advisor Working Person**

**Membership:** Minimum 1 Councillor  
**Purpose:**  
To act as the primary contact for media and press enquiries and ensure consistent, timely, and accurate communication from the Parish Council.

**Responsibilities:**

* Draft and issue press releases with Council approval.
* Respond to press enquiries in a timely and professional manner.
* Represent the Parish Council’s views and decisions accurately.
* Liaise with the Clerk and Chair to coordinate messaging.
* Ensure all public statements follow the Council’s media policy.

**Meetings:** As required; reports to Full Council.

**Terms of Reference: Events Working Group**

**Membership:** Minimum 2 Councillors  
**Purpose:**  
To plan, coordinate, and support the delivery of Parish Council events and community activities.

**Responsibilities:**

* Propose and develop community events (e.g., seasonal fairs, commemorations).
* Manage budgets and logistics in collaboration with the Clerk.
* Liaise with external partners and volunteers.
* Promote events via Council channels.
* Conduct post-event evaluations and report to Full Council.

**Meetings:** Regularly throughout the year, particularly before major events.

**Terms of Reference: Social Media Working Group**

**Membership:** Minimum 2 Councillors  
**Purpose:**  
To manage the Parish Council’s presence on social media platforms and improve digital engagement with residents.

**Responsibilities:**

* Create and schedule social media content.
* Monitor platforms for public interaction and respond appropriately.
* Ensure communications reflect Council decisions and policies.
* Work with the Clerk and Press Advisor to ensure accuracy.
* Monitor analytics and report impact to Council.

**Meetings:** Monthly or as required.

**Terms of Reference: Dam Slacks Play Area Working Group**

**Membership:** Minimum 2 Councillors  
**Purpose:**  
To oversee the maintenance, safety, and development of the Dam Slacks Play Area.

**Responsibilities:**

* Conduct regular site inspections and report any safety concerns.
* Liaise with contractors for repairs and improvements.
* Engage with residents regarding suggestions for improvement.
* Apply for funding/grants where applicable.
* Recommend improvements or changes to Full Council.

**Meetings:** Quarterly or as needed.

**Terms of Reference: Eccleston Trust Representative**

**Membership:** Minimum 1 Councillor  
**Purpose:**  
To represent the Parish Council at the Eccleston Trust and ensure mutual interests and community needs are reflected in discussions.

**Responsibilities:**

* Attend meetings of the Eccleston Trust as the Council’s representative.
* Report back to the Full Council on relevant matters and decisions.
* Advocate for the needs and interests of Billinge Chapel End residents.
* Facilitate communication between the Trust and the Parish Council.

**Meetings:** As scheduled by the Eccleston Trust