



# 'The Occasional' Working Group

## Terms of Reference

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An editorial team consisting of up to five Councillors guide both production and distribution of each version of 'The Occasional'.

1. Normally, before work commences on an edition, the full Council and Parish Office should be asked for ideas for short articles. The editorial team then decides on which articles it will feature. The articles may be written by the proposer or a member of the team dependent on the editorial team's decision.
2. The articles forming the content of The Occasional should be approved by a majority of the five editorial team members. This may be done by email or by a meeting.
3. Normally, there will be four editions of The Occasional - Spring, Summer, Autumn and Winter. Where an exceptional circumstance arises the editorial team should seek the authority of the Parish Council Chairman before issuing any more than four editions of the Occasional during a year.
4. The Group will annually submit estimated future costs to the Employment, Finance and Policies Committee for inclusion in the precept request.

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