

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE COMMUNICATIONS COMMITTEE
HELD ON TUESDAY 16th APRIL 2019 AT 7.00PM
AT CHORLEY BUSINESS CENTRE

PRESENT: Councillor D Rogerson (Chairman)
Councillor C Billouin
Councillor C Bromilow
Councillor J Cronshaw
Councillor S Fenn

IN ATTENDANCE: Councillor D Clough
Mrs G Egan (Project Officer)

	ACTION
<p>19.12 APOLOGIES</p> <p>Councillor G Ormston</p>	
<p>19.13 DECLARATION OF INTEREST</p> <p>There were no declarations of interest.</p>	
<p>19.14 APPROVAL OF MINUTES DATED</p> <p>It was RESOLVED to approve the minutes of the meeting held on 12th February 2019 as correct record. The minutes were duly signed by the Chairman.</p>	
<p>19.15 MATTERS ARISING</p> <p>19.08 The following action are carried forward as incomplete:</p> <ul style="list-style-type: none">- Need new photographs for website- To confirm disabled access at CBTC building- To obtain quotations to create an "Events Tab"- Set up links with Chorley Council Planning Portal- To pick up with Lisieux Hall whether any information could be added to website in respect of Lengthmen's role	PO
<p>19.16 NEWSLETTER SPRING/SUMMER 2019</p> <p>Update Regarding Articles: The Councillors considered the list of articles that potentially could be included in the next Newsletter. Additional items were suggested:</p>	

- History of Milestones within the area
- Information about the Reservoir Monument
- Cuerden Forest School
- "What's On" in Library and Community Centre
- Scarecrow Festival 2019 (subject to date being set)

The Councillors agreed authorship for most of the articles on the list to comply with the deadline of Tuesday 30th April 2019.

Printing and Delivery Contract:

The Councillors considered the 3 quotations for printing the Summer edition of the Newsletter along with the 5 quotations for distribution of the Newsletter.

The Councillors decided that the preferred printer would be Green Man Marketing who also were also able to deliver the newsletter.

It was agreed that the Parish Clerk would be asked to discuss the printing and delivery arrangements and timescales in more detail with the company and refer the outcome back to the Committee Chair.

Clerk

Review of Mapping of the Parish:

The Project Officer informed the Councillors that an updated Electoral Register had been received and an online map was available showing the new housing within the Parish Council area, this has provided the information required to have confidence that the Newsletter distribution will be thorough. This will be supplied to the successful distributor.

19.17 DATE OF NEXT MEETING

It was agreed that the next meeting would be scheduled for Tuesday 7th May 2019 at 7:00pm