

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE COMMUNICATIONS COMMITTEE
HELD ON MONDAY 23RD MAY 2022

AT 7.00PM AT CLAYTON LE WOODS PARISH COUNCIL OFFICE/MEETING ROOM, 239A PRESTON ROAD, CLAYTON LE WOODS, CHORLEY, PR6 7PY.

PRESENT: Councillor C Billouin
Councillor S Lowe
Councillor L Farnworth
Councillor N Whitham
Councillor P Gabbott

IN ATTENDANCE: Mrs L Gallagher (Admin Assistant)

	ACTION
22.10 ELECTION OF CHAIRMAN FOR 2022/23 It was agreed that Cllr L Farnworth would be the Chair for 2022/23.	AA
22.11 APOLOGIES Apologies were accepted from Cllr D Rogerson	
22.12 DECLARATION OF INTEREST There were no declarations of interest.	
22.13 APPROVAL OF MINUTES DATED 8TH DECEMBER 2021 It was RESOLVED to approve the minutes of the meeting held on 8TH MARCH 2022 as correct record.	
22.14 MATTERS ARISING The Administrative Assistant (AA) went through the minutes of the previous meeting highlighting any salient points.	
22.15 REVIEW OF TERMS OF REFERENCE The AA suggested to add the line "To review, maintain and monitor parish council social media. It was RESOLVED to add this to the Terms of Reference. The AA will amend this.	AA
22.16 NEWSLETTER SUMMER 2022 UPDATE	

The AA went through the newsletter draft page by page.

On the front page it was agreed to remove the face painting picture as this is not from our event.

On page 2 it was agreed to remove the @ symbol from the Chairman's address. To amend Cllr Whitham's Intro to say "settled in the Cuerden area" and to amend the AA's photo for one with a white background.

Cllr Gabbott stated that we may not have intro section in next newsletter if no new members and we will need to replace with something else.

On page 3 Cllr Lowe stated that his address needs to be replaced with his new address, Cllr Whitham's email address under Chorley Councillors need to be his Chorley Council email address.

AA

The AA stated she will change photos for ones retaken with a white background at the FPC and Cllr Le Marinel's email address is that of Cllr Gabbott's old Chorley Council email and this needs to be amended.

On page 4 the AA stated she needs to reword the first paragraph in the Defib article and a word is missing in the Clayton Cup article.

Cllr Gabbott suggested the AA check we have permission from Bowling Club Team Captain to publish his contact number.

AA

Cllr Gabbott suggested we swap the top photo on the Back Lane Woods article with a photo of the pond as the photo is very green on a green background. It was RESOLVED to swap the photo.

Cllr Gabbott suggested we swap the Defibrillator article and Hanging Baskets article as the Hanging Baskets are related to the Jubilee celebrations and would then be with the Jubilee Coins article. It was RESOLVED to swap these.

The Committee are happy with page 5 apart from swapping the Defib article and the Hanging Basket article as mentioned previously.

The AA advised on page 6 there are two typing errors in the first paragraph of Committee and compiled which will be amended.

The Committee were happy with page 7.

On page 8 the AA advised the Committee that the incorrect office address at the bottom of the page will be amended.

The AA asked if the Committee would be happy to remove the library opening times and replace with short article on applying for CIL grant funding. It was RESOLVED to do this.

Cllr Gabbott suggested a change on page 8 where we swap Useful Info to the left-hand side of the page and move Dates for Diary, Grant Application to the right hand side of the page. It was RESOLVED to amend this.

Cllr Gabbott suggested putting Events as the title for Parish Council events rather than Dates for your Diary but leaving Dates for your Diary as the title just for Parish Council meetings. It was RESOLVED to amend this.

Cllr Gabbott suggested to put Events at the top right-hand side, then grants article and then Dates for Diary below. All on the right-hand side of the back page. It was RESOLVED to amend this.

22.17 SOCIAL MEDIA/WEBSITE/PUBLICITY UPDATE

The AA updated the Committee that Facebook followers are now 300, Instagram at 36 and Twitter in the mid 20's.

The AA updated the Committee that the Summer Fair event page now has nearly 180 followers and an event page has been created for the Scarecrow Festival but not publicised yet.

Cllrs stated they liked the content and frequency of posts. Cllr Gabbott asked if the AA could provide data on engagement for the next Committee Meeting. The AA will action this.

AA

The AA provided the Summer Fair publicity strategy and it was received with thanks.

Cllr Gabbott suggested using schools to publicise the Summer Fair and ask Cllr Whitham and Cllr Clifford to ask Chorley Council to publicise and Cllr Cullens and Cllr Clifford to ask LCC to publicise the event. The AA will action this once the Jpeg has been received from Sprint Print.

AA

Cllr Farnworth suggested to contact Radio Lancashire, the LEP and Chorley Guardian to see if they could publicise the event. The AA will action this.

AA

22.09 DATE OF NEXT MEETING

The date of the next meeting is to be arranged.

AA