

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE COMMUNICATIONS COMMITTEE

HELD ON WEDNESDAY 7TH SEPTEMBER 2022 AT 7.00PM AT CLAYTON LE WOODS PARISH COUNCIL OFFICE/MEETING ROOM, 239A PRESTON ROAD, CLAYTON LE WOODS, CHORLEY, PR6 7PY.

PRESENT: Councillor Mrs C Billouin
Councillor Mr S Lowe
Councillor Mrs L Farnworth

IN ATTENDANCE: Mrs L Gallagher (Admin Assistant)

	ACTION
<p>22.18 APOLOGIES</p> <p>Apologies were received and accepted for Cllr Gabbott and Cllr Whitham. Cllr Rogerson did not attend.</p>	
<p>22.19 DECLARATION OF INTEREST</p> <p>There were no declarations of interest.</p>	
<p>22.20 TO APPROVE THE MINUTES OF THE MEETING HELD ON 23RD MAY 2022</p> <p>It was RESOLVED to approve the minutes from the meeting held on the 23rd May 2022.</p>	
<p>22.21 MATTERS ARISING</p> <p>The AA went through the matters arising and the report was received by the Committee with thanks</p>	
<p>22.22 NEWSLETTER WINTER 2022</p> <p>The AA provided 4 options to the Committee for the newsletter as the remaining budget is limited with £210 left in the budget.</p> <p>It was RESOLVED to go with the design and online newsletter option from Green Man Marketing at a cost of £795 (not incl. VAT) and bring to Full Parish Council to request a deviation of funds of £585 from the Summer Fair budget to cover the cost.</p> <p>If the request is not accepted at Full parish Council the Committee would like to produce the newsletter on Microsoft</p>	AA

Publisher but feel it looks clearer and more professional when designed by Green Man Marketing.

The Committee requested that the AA amend the draft timeline to omit printing and delivery and to send to Committee members.

AA

The AA provided a list of possible items to include in the Winter newsletter. The Committee requested a possible article from Clayton Green Leisure Centre and the Library.

The Committee wish to include articles on all events including Summer Fair, Clayton Cup, Christmas Light Switch On, OAP Christmas Meal and the Scarecrow Festival and a good news article from one of the schools in the Parish.

The Committee would also like to ask Angela Fishwick at Unify to provide another article regarding the stretch on finances and help available. The AA will contact Angela Fishwick.

AA

The Committee would like another historical article from Alison Whitham to be included if there is available space left. The AA will contact Alison Whitham.

AA

The Committee would like to limit adverts to 2 or 3.

The Committee requested the AA display posters in the noticeboards advertising the publication of the online newsletter.

AA

Cllr Lowe will look into obtaining a QR code to display in the noticeboards to link to the newsletter.

SL

22.23 SOCIAL MEDIA/WEBSITE UPDATE

The AA provided a report on the engagement figures from Facebook. The report was received with thanks.

The Committee requested another report in the next meeting so they can compare figures. The AA will action this.

AA

The AA provided follower numbers for all 3 social media platforms.

22.24 DATE OF NEXT MEETING

The Date of the next meeting will be planned for the week of proofing the newsletter before publication. To be confirmed.

