

# **CLAYTON-LE-WOODS PARISH COUNCIL**

**COMMUNICATIONS COMMITTEE MEETING  
TUESDAY 7TH DECEMBER 2017 AT 8.00PM FOLLOWING ON FROM  
PLAY AND LEISURE COMMITTEE MEETING  
AT CHORLEY BUSINESS CENTRE, EUXTON**

## **AGENDA**

- 1. ELECTION OF CHAIRMAN**
- 2. APOLOGIES**
- 3. DECLARATION OF INTEREST**
- 4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 14<sup>TH</sup> FEBRUARY 2017**
- 5. MATTERS ARISING**
- 6. REVIEW OF TERMS OF REFERENCE**
- 7. UPDATE ON CURRENT WEBSITE**
  - To review contents/improvements
  - Proposal to draw up a website/social media policy
- 8. NEWSLETTER REVIEW AND PREPARATION FOR SPRING/SUMMER 2018 NEWSLETTER**
  - To look at outside offers for articles
  - Members input for articles
  - Working Party Review
- 9. BUDGETARY PROPOSALS 2018/19**
- 10. CONFIDENTIALITY**
- 11. DATE OF NEXT MEETING**

The next Communications Committee Meeting is to be arranged.