

**CLAYTON-LE-WOODS PARISH COUNCIL**  
**MINUTES OF THE COMMUNICATIONS COMMITTEE**  
**HELD ON TUESDAY 5<sup>th</sup> DECEMBER 2017 AT 8.00PM**  
**AT CHORLEY BUSINESS CENTRE**

**PRESENT:** Councillor G Ormston (Chair)  
Councillor C Billouin  
Councillor J Cronshaw  
Councillor D Rogerson  
Councillor A Whitham

**IN ATTENDANCE:** Mrs TD Morris (Clerk)

	<b>ACTION</b>
<p><b>17.11 ELECTION OF CHAIR</b></p> <p>Councillor G Ormston was nominated and duly elected as Chair of the Communications Committee for a period of 12 months.</p>	Clerk
<p><b>17.12 APOLOGIES</b></p> <p>Apologies were received from Councillor S Fenn.</p>	
<p><b>17.13 DECLARATION OF INTEREST</b></p> <p>There was no declaration of interest.</p>	
<p><b>17.14 APPROVAL OF MINUTES DATED 14<sup>TH</sup> FEBRUARY 2017</b></p> <p>It was <b>RESOLVED</b> to approve the minutes of the meeting held on 14<sup>th</sup> February 2017 as correct record, which were duly signed by the Chair.</p>	
<p><b>17.15 MATTERS ARISING</b></p> <p>There were no matters arising.</p>	
<p><b>17.16 REVIEW OF TERMS OF REFERENCE</b></p> <p>The members reviewed the terms of reference for the committee and agreed its content with the addition Councillor A Whitham.</p>	Clerk

**17.17 PARISH WEBSITE**

The members discussed the status of the website. It was proposed to go ahead with an official Facebook page as soon as was practicable.

GO

**Social Media Policy**

It had been noted that the parish had no guidelines on how the parish was to appear on social media and usage guidelines for individual members.

A draft social media policy was tabled for the members to scrutinise. It was planned that a website and email policy would follow in due course.

It was agreed that the social media policy would be tabled at the next full parish council meeting for consideration / ratification.

FPC

**17.18 SPRING/SUMMER 2018 PARISH NEWSLETTER**

The members noted that there had been positive feedback regarding the Autumn/Winter 2017 Newsletter. It was planned to request for more external input for articles for the Spring Summer Newsletter.

It was agreed that Councillor A Whitham be included in the working party for the newsletter.

GO

**17.19 ANNUAL PARISH MEETING 2018**

It was noted that the annual parish meeting would take place on 16h April 2018 prior to the ordinary meeting. It was proposed that the members consider inviting a speaker to make a presentation at the meeting.

Members

**17.20 BUDGETARY PROPOSAL 2018/19**

The members scrutinised the budgetary items in preparation of the Finance Committee to scrutinise in the new year.

The main area of discussion was for the option for members to have tablets for council use. It was agreed to place a sum of £2,500 for the venture and it would purely be a voluntary provision.

April FPC

**17.21 CONFIDENTIAL ITEMS**

There were no items that were deemed confidential.

**17.22 DATE OF NEXT MEETING**

The next scheduled meeting would be arranged at the next Full Parish Council Meeting for during February 2018.