

**CLAYTON-LE-WOODS PARISH COUNCIL**  
**MINUTES OF THE COMMUNICATIONS COMMITTEE**  
**HELD ON TUESDAY 4<sup>th</sup> DECEMBER 2018 AT 7.00PM**  
**AT CHORLEY BUSINESS CENTRE**

**PRESENT:** Councillor D Rogerson (Chairman)  
Councillor C Billouin  
Councillor C Bromilow  
Councillor J Cronshaw  
Councillor S Fenn  
Councillor M Gallagher  
Councillor G Ormston

**IN ATTENDANCE:** Councillor M Clifford  
Mrs TD Morris (Clerk)  
Mrs G Egan (Project Officer)

**ACTION**

**18.29 APOLOGIES**

There were no apologies.

**DECLARATION OF INTEREST**

There was a declaration of interest by Councillor M Gallagher as she is employed by the Environment Agency.

**18.30 APPROVAL OF MINUTES DATED 30<sup>TH</sup> OCTOBER 2018**

It was **RESOLVED** to approve the minutes of the meeting held on 30th October 2018 as correct record, subject to the following amendments **Councillor S Fenn** was in attendance **18.24** should state Chairman of the Committee and **18.26** That no agreement was made regarding work on the Social Media Policy. The minutes were duly signed by the Chairman.

**18.31 MATTERS ARISING**

**Election of Chairman of a Committee**

The Clerk advised the meeting that she had contacted LALC and a committee without a Chairman would make the election of a Chairman the first order of business and that the Chairman would be elected from within the committee membership in attendance.

**18.32 BUDGET PROPOSALS 2019/20**

The members were provided with a breakdown of the budget allocation for communication committee activities.

After due consideration the budget plans were formalised for 2019/20 for submission to Finance Committee for consideration in the final budget.

Finance

**18.33 REVIEW OF NEWSLETTER AUTUMN/WINTER 2018**

The members were provided with a copy of the newsletter and a review form.

Councillor D Rogerson informed the committee that there had been an issue with the distribution in the wrong area which had been resolved satisfactorily incurring no extra costs to the parish.

Clerk/PO

The design, printing and delivery method and mapping of the parish would be reviewed prior to the next issue.

Each councillor was asked to put forward any comments and ideas for future issues on the form provided and send it back to either the Chairman of the Committee or the Clerk.

It was noted that in future any news worthy event would be saved in a library in readiness for the next newsletter.

It was agreed that the form be made available to all the parish councillors.

PO

The Chairman of the Committee wished to thank the Clerk, Project Officer and all the members for all their hard work in assisting to produce the newsletter.

**18.34 ANNUAL PARISH MEETING**

The members discussed the issue noting that in previous years that there had been little or no attendance by the public. It was proposed that the annual parish meeting be held on Monday 20<sup>th</sup> May 2019 before the annual members meeting and prior to the ordinary meeting.

FPC

**18.35 DATE OF NEXT MEETING**

The next scheduled meeting would be Tuesday 29<sup>th</sup> January 2019 at 7.00pm