

CLAYTON-LE-WOODS PARISH COUNCIL

**COMMUNICATIONS COMMITTEE MEETING
TUESDAY 14TH FEBRUARY 2017 TO FOLLOW THE FSB COMMITTEE
MEETING AT 8.00PM AT CLAYTON GREEN LIBRARY**

AGENDA

- 1. APOLOGIES**
- 2. DECLARATION OF INTEREST**
- 3. TO APPROVE THE MINUTES OF THE MEETING HELD ON 21 JULY 2016**
- 4. MATTERS ARISING**
- 5. UPDATE ON CURRENT WEBSITE**
 - To review contents/improvements
 - Proposal to draw up a website policy
- 6. NEWSLETTER REVIEW AND PREPARATION FOR SPRING/SUMMER 2017 NEWSLETTER**
 - To look at outside offers for articles (Residents)
 - Members input for articles
 - Working Party Review
- 7. ANNUAL PARISH MEETING MONDAY 24TH APRIL 2017**
 - Review of Annual Parish Meeting 2016
 - Venue
 - Speaker etc.
- 8. CONFIDENTIALITY**
- 9. DATE OF NEXT MEETING**

The next Communications Committee Meeting is to be arranged.