

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE COMMUNICATIONS COMMITTEE
HELD ON TUESDAY 14th FEBRUARY 2017 AT 8.00PM
AT CLAYTON GREEN LIBRARY

PRESENT: Councillor G Ormston (Acting Chair)
Councillor S Fenn
Councillor A Whitham

IN ATTENDANCE: Mrs TD Morris (Clerk)

	ACTION
<p>17.01 APPOINTMENT OF CHAIR</p> <p>In the absence of Councillor D Rogerson Councillor G Ormston Chaired the meeting.</p>	
<p>17.02 APOLOGIES</p> <p>Apologies were received from Councillors C Billouin and J Cronshaw.</p>	
<p>17.03 DECLARATION OF INTEREST</p> <p>There was no declaration of interest.</p>	
<p>17.04 APPROVAL OF MINUTES DATED 21ST JULY 2016</p> <p>It was RESOLVED to approve the minutes of the meeting held on 21ST July 2016 as correct record, which were duly signed by the Acting Chair.</p>	
<p>17.05 MATTERS ARISING</p> <p>There were no matters arising.</p>	
<p>17.06 PARISH WEBSITE</p> <p>The website was reviewed considering the residents' responses. It was noted that the overall reaction had been positive.</p> <p>The plan was to keep the website as streamlined as possible keeping a sign posting system in operation. The clerk had</p>	

noted that several people had contacted her directly because of the website.

The members requested that a financial section be added so that the external audit and other financial details could be downloaded.

Clerk

Also, the clerk was asked to provide a proforma website policy for consideration at the next meeting.

Clerk

17.07 SPRING/SUMMER 2017 PARISH NEWSLETTER

Autumn/Winter 2016/7 Newsletter Review

It was reported that the response to the new parish newsletter had been very positive and had solicited enquiries regarding advertising space.

This was welcomed by the members but it was hoped that there would be a balance between informing the residents and any possible income that could be generated from advertisements.

It was requested that the clerk advise that the parish council would be charging £100 for a quarter page and that the copy had to have camera ready artwork.

Clerk

Spring/Summer Newsletter 2017

It was agreed that the same Working Party (Cllrs Mrs G Ormston, Mrs C Billouin and the clerk) would develop the next newsletter.

It was agreed that Councillor G Ormston would draw up a timescale for the issue of the next newsletter and that an email would be sent to all the members for any ideas for articles.

GO

17.08 ANNUAL PARISH MEETING MONDAY 24TH APRIL 2017

Review of Parish Meeting 2016

It was noted that due to last minute circumstances the execution of the meeting was not as successful as it could have been. The overall plan however, was a positive one and the number of residents in attendance was well up on previous years.

Plan for 2017 Meeting

After due deliberation, it was agreed that the venue for the parish meeting would be Clayton Brook village hall.

Clerk

The plan of action was to have a similar set up as last year with stands from the local community in the main hall and for a speaker to attend from Cuerden Valley Trust (Simon Thorpe to be invited by Cllr Alison Whitham)

AW

There would be an agenda drawn up so that there was a clear indication of the programme for the evening.

Clerk

17.09 CONFIDENTIAL ITEMS

There were no items that were deemed confidential.

17.10 DATE OF NEXT MEETING

The next scheduled meeting would be arranged at the next Full Parish Council Meeting.