

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE COMMUNICATIONS COMMITTEE
HELD ON TUESDAY 12th FEBRUARY 2019 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 G Ormston

IN ATTENDANCE: Mrs TD Morris (Clerk)
Mrs G Egan (Project Officer)

19.01 APOLOGIES

There were no apologies.

19.02 DECLARATION OF INTEREST

There were no declarations of interest.

19.03 APPROVAL OF MINUTES DATED 4th DECEMBER 2018

It was **RESOLVED** to approve the minutes of the meeting held on 4th December 2018 as correct record. The minutes were duly signed by the Chairman.

19.04 MATTERS ARISING

18.32 – the budget proposals had been approved by the Finance Committee.

18.33 – GO asked what feedback had been received from Councillors, GE updated that some Councillors had given feedback.

19.05 CORRESPONDENCE FROM CHORLEY COUNCIL REGARDING AUTUMN/WINTER NEWSLETTER 2018

The clerk distributed the letter received from Chris Moister at Chorley Council in respect of the delivery of the Autumn/Winter newsletter when the delivery company made

ACTION

an error and delivered some newsletter to residents of Whittle-le-Woods.

Chorley Council had received a complaint from a Whittle le Woods resident and their letter to the Parish Council pointed out that this may be a potential breach of the rules if it had been a deliberate act and parish council monies had been used to fund this activity.

It was agreed by the committee to recommend to the next Full Parish Council meeting that we reply to Chorley Council informing them of the actual facts behind the incident, namely that the delivery company were at fault and have apologised to the Parish Council. As a result of their error the delivery company had to carry out further deliveries within Clayton-le-Woods at their own expense.

Clerk

It was also agreed that the committee would recommend to the Full Parish Council that the letter from Chorley Council be sent to the delivery company to highlight the potential impact of their mistake on the Parish Council.

Clerk

19.06 NEWSLETTER SPRING/SUMER 2019

The clerk updated the meeting on the feedback from the previous edition of the newsletter.

In respect of Spring/Summer Newsletter the timeline for the production needs to be confirmed, with articles to be received for March so the Newsletter is ready for updates on the Councillors once the May elections are over.

Clerk/PO

The contact numbers of local police should be included in next edition.

Clerk/PO

There needs to be a re-mapping exercise of the properties in the parish due to the additional building works in recent years. There was a discussion on how this could be achieved as there are a number of sources of data that may be useful to assist. The Clerk and PO will investigate this further.

Clerk/PO

It was also agreed that sufficient copies of the newsletter should be printed to allow for a quantity of spare copies.

It was agreed that the following articles would be produced, JC to write an article about Tea Dances and the Older Person's Champion; CB to do an article about the Walking Club and SF to write about the Cuerden Park Run as part of a section on Healthy Lifestyles; Alison Whittam has also agreed to do an historical article about the Roman Road.

JC

SF

Clerk

In addition the Clerk and PO to contact Lesley Cryer at Cuerden to get details on planned events.

Clerk

19.07 REVIEW OF PARISH EMAIL ADDRESS

DR informed meeting that a new domain name was available CLWPC, which would shorten the email addresses for people wanting to email in or for those giving out their parish emails. The clerk informed the meeting that she would benefit from a shorter email address.

Concern was raised that changing this would impact the ability to search for the website, however it was suggested that the website URL remains the same.

There is an additional cost to have more email accounts set up, however old and new emails can be run together.

It was agreed that any decision would be deferred until after the May elections.

Clerk

19.08 REFRESHING OF WEBSITE AND FUTURE DEVELOPMENT

The Clerk displayed the Parish Council Website on the screen and the meeting discussed the website content and future improvements. The following actions were identified:

- The photographs on the home page need refreshing, however these photographs need to be of a high resolution. Councillors should send in any photographs to the Clerk if they are suitable and it was suggested that a photograph of the Silent Soldiers be obtained to include on the home page.
- It was agreed that one heading under the "about" tab be changed from Chorley Councils to Borough Councils to give consistency.
- To check with owners of the CBTC building to see if it has disabled access and put this on the website where the meeting dates and venue are listed.
- To provide a map or link to a map to show the location of the office.
- On the Meet Your Councillors page, change the heading above the photographs of Tracy and Gill to say "Parish Council Officers".
- Photographs of new councillors to be taken at next Parish Council meeting on 18th February and uploaded.
- Put more updates on to show upcoming events, e.g Summer Fair and Clayton Cup. There isn't an events

Clerk/PO

Clerk/PO

Clerk

Clerk/PO

Clerk/PO

Clerk

	tab, so would need to put them under News until an events tab is created.	Clerk/PO
	- To investigate whether future uploaded newsletter can have “page turning” functionality.	
	- To look at how planning updates can be accessed through the website, e.g links to Chorley Council’s planning portal could be set up.	Clerk/PO
	- To talk to Lisieux Hall about what could be included in website in respect of the Lengthsmen’s role without impacting their privacy.	Clerk
	- New photographs to be added to the gallery	Clerk
	- All councillors to be asked to send ideas and photographs for the website to the Clerk.	Clerk/PO
19.09	ANNUAL PARISH MEETING	
	There was a discussion about the content of the meeting. It was agreed that there would be a virtual tour of the parish using the website and showing what has been achieved in the last 12 months.	Clerk/DR/MC
19.10	PUBLICITY FOR OTHER GROUPS	
	Discussion took place about whether there should be a link to the informal Facebook site to publicise the litter picking. There was some concern about the fact that the Facebook page was an informal one, not under the direct governance of the Parish	
	It was agreed that this should be raised at Full Parish Council to seek approval to investigate the set up of the Facebook page and delegate action on this to the Communication Committee.	Clerk
	There are other local groups and organisations that should be investigated whether links should be set up, e.g. Active Nation and free transport, Computer Classes and the Chorley Youth Zone.	Clerk/PO
19.11	Next Meeting	
	It was agreed that the next meeting would be scheduled for Tuesday 16 th April at 7.00pm	