

**CLAYTON-LE-WOODS PARISH COUNCIL**  
**MINUTES OF THE COMMUNICATIONS COMMITTEE**  
**HELD ON MONDAY 11<sup>th</sup> JANUARY 2016 AT 7.00PM**  
**AT CLAYTON GREEN LIBRARY**

**PRESENT:** Councillor D Rogerson (Chairman)  
Councillor C Billouin  
Councillor S Fenn  
Councillor G Ormston

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

	<b>ACTION</b>
<p><b>16.01 APOLOGIES</b></p> <p>Apologies were received and accepted by Councillor J Cronshaw</p> <p>In the absence of the Chairman Councillor J Cronshaw Councillor D Rogerson Chaired the meeting.</p>	
<p><b>16.02 DECLARATION OF INTEREST</b></p> <p>There was no declaration of interest.</p>	
<p><b>16.03 APPROVAL OF MINUTES DATED 10<sup>th</sup> OCTOBER 2015</b></p> <p>It was <b>RESOLVED</b> to approve the minutes of the meeting held on 10<sup>th</sup> October 2015 as correct record, which were duly signed by the Chairman.</p>	
<p><b>16.04 MATTERS ARISING</b></p> <p>There were no matters arising.</p>	
<p><b>16.05 PARISH NEWSLETTER</b></p> <p>It was explained that the newsletter publication had been delayed until the New Year.</p> <p>Councillor G Ormston reported that she was in the process of editing the various articles ready for submission to the publisher.</p>	

It was stated that the parish had chosen a company which was different from the other local parishes to show a point of difference as the other newsletters were all pretty generic.

It was proposed that a draft copy would be available in the next couple of weeks and that the publication date would be at the beginning of February 2016.

**Cllr G  
Ormston**

**16.06 PARISH WEBSITE**

It was agreed that there would be a focus on the new website once the parish newsletter has been published.

**CC**

**16.07 ICT DEVELOPMENT**

It was noted that a sum of money had been put forward for ICT development. It was proposed that the communications committee have access to tablets so as to look at the latest developments as regards newsletters and websites. Also this would be a further step towards the parish council becoming paperless.

This request would be tabled at the full council meeting.

**FPC**

**16.08 PLANS FOR ANNUAL PARISH MEETING 2016**

**‘Engagement Meeting’**

It was proposed that the Annual Parish Meeting should be held at the newly refurbished Village Hall at Clayton Brook.

Basic refreshments of tea, coffee and biscuits would be offered to the general public. There would be a sheet in the shape of footsteps for comments and questions from the residents for the parish council.

The parish council as well as local voluntary groups would have a stand which would outline their contributions to the community and the future plans.

It was requested that the Clerk make enquiries with Chorley Council regarding booking the main hall and report back as soon as was practicable.

**Clerk**

This item will be raised at the next full parish council meeting to request the formation of an informal working group to organise the session.

**FPC**

**16.09 CONFIDENTIAL ITEMS**

There were no items that were deemed confidential.

**16.10 DATE OF NEXT MEETING**

The next scheduled meeting would be agreed at the next full council meeting.

**FPC**