

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE COMMUNICATIONS COMMITTEE
HELD ON MONDAY 14th MARCH 2016 AT 7.00PM
AT CLAYTON GREEN LIBRARY

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

IN ATTENDANCE: Mrs TD Morris (Clerk)

16.11 APOLOGIES

No apologies were received.

16.12 DECLARATION OF INTEREST

There was no declaration of interest.

16.13 APPROVAL OF MINUTES DATED 11TH JANUARY 2016

It was **RESOLVED** to approve the minutes of the meeting held on 11th January 2016 as correct record, which were duly signed by the Chairman.

16.14 MATTERS ARISING

ICT Development

It was reported that one parish tablet would be purchased initially with a projector and screen so that the whole council could benefit from access to correspondence and the internet at all the meetings.

ACTION

16.15 PARISH NEWSLETTER

Councillor G Ormston reported that the parish newsletter called the 'Clayton Circular' had been completed and would be distributed from 21st March 2016. The distribution would be staggered and take up to 4 weeks to reach 7000 households. A copy of the revised newsletter was available to view online.

There was a discussion regarding the timing of the next Newsletter. It was agreed that the council should plan to issue the next newsletter during the Autumn 2016.

It was noted that a number of local firms had expressed an interest in buying advertising space within the newsletter. It was agreed that each advert would be vetted in advance before it being inserted in the magazine.

A vote of thanks was given to Councillor G Ormston for leading the project and to all the contributors.

16.16 PARISH WEBSITE

The Councillors made several proposals regarding this issue.

It was decided that a number of website companies be approached to develop a website once the committee were clear about what content was required by law and what protocol there would be regarding uploading the data once the website was up and running.

The website demonstrations will be open to all the members of the parish council.

16.17 PLANS FOR ANNUAL PARISH MEETING 2016

'Engagement Meeting'

The clerk confirmed that Clayton Brook Village Hall had been booked for the Annual Parish meeting.

The following displays were proposed:

- 1. CLW Parish Council** Map Newsletter and Feedback form in parish shield shape.
- 2. Local Police**-Advice and Feedback
- 3. Old Peoples Forum** -Advice Stand
- 4. Community House**- Advice and Feedback Stand
- 5. Chorley Council**-Clayton Brook Development Plan

**Cllr G
Ormston**

**Clerk
Cllr J
Cronshaw**

The main stand would be taken by Cuerden Valley Community Trust who would be making a presentation on their exciting developments.

Clerk

It was proposed to approach the uniformed organisations to assist with the tea and coffee.

16.18 CONFIDENTIAL ITEMS

There were no items that were deemed confidential.

16.19 DATE OF NEXT MEETING

The next scheduled meeting was arranged for Monday 4th April 2016 at 7.00pm at Clayton Green Library