

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE COMMUNICATIONS COMMITTEE
HELD ON TUESDAY 2nd OCTOBER 2018 AT 8.00PM
AT CHORLEY BUSINESS CENTRE

PRESENT: Councillor D Rogerson (Chairman)
Councillor C Bromilow
Councillor J Cronshaw
Councillor M Gallagher
Councillor D Rogerson

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

	ACTION
<p>18.10 ELECTION OF CHAIR</p> <p>Councillor D Rogerson was nominated and duly elected as Chair of the Communications Committee.</p>	Clerk
<p>18.11 APOLOGIES</p> <p>Apologies were received from Councillor S Fenn and Councillor C Billouin.</p>	
<p>18.12 DECLARATION OF INTEREST</p> <p>There was no declaration of interest.</p>	
<p>18.13 APPROVAL OF MINUTES DATED 23rd March 2018</p> <p>It was RESOLVED to approve the minutes of the meeting held on 23rd March 2018 as correct record, which were duly signed by the Chair.</p>	
<p>18.14 MATTERS ARISING</p> <p>18.07 Provision of iPads</p> <p>It was noted that all the present iPads had been purchased for those Councillors who wished to utilise them for their duties.</p> <p>It was requested that the clerk investigate the provision of training on the iPads via Chorley Council and report back to the members in due course.</p>	Clerk

18.15 NEWSLETTER REVIEW

Autumn/Winter 2018 Issue

The members discussed the costing of the newsletter going forward.

It was agreed that the Project Officer pursue other print/publishing options prior to committing to the design and print arrangements. It was agreed that solus delivery would continue with the same firm at the same cost as the previous issue.

PO/Clerk

It was requested that the Project Officer investigate possible advertisement streams in the future with local businesses. The Lord Nelson Pub would be invited to provide an advertisement for insertion in the newsletter considering that they were hosting the Christmas Light Switch on event.

PO

Spring/Summer 2019 Issue

The clerk suggested that the Spring/Summer edition of the newsletter be issued after the parish council elections in May 2019.

It was agreed that the Spring/Summer 2019 edition of the newsletter be published after the parish council elections.

Timetable

There was a discussion as to the date of the next issue and the subsequent time table of submitting articles ready for the printer.

It was agreed that the publication date would be week commencing 19th November 2018. It was requested that all councillors be informed that any article that they wished to be considered for inclusion should be submitted no later than Friday 2nd November 2018 to Councillor D Rogerson.

It was agreed that the working party for this issue would consist of Councillors D Rogerson, M Clifford and C Bromilow.

DR/MC/
CB/clerk

18.16 WEBSITE REVIEW

There was a discussion regarding the cost effectiveness of the webhosting. The Clerk informed the meeting that most of the cost was taken up in supporting all the parish council email addresses and providing technical support to the parish council as and when required.

It was decided to take no further action regarding the webhosting contract at the present time.

It was discussed that the website content be reviewed and that there should be a link to Chorley Council news and the parish council Facebook page.

Clerk/PO/MC

18.17 SOCIAL MEDIA

It was noted that the parish council had a social media policy in place to advise members of their responsibilities and to guard against any unwanted comments.

It was requested that the clerk reissue the policy to all the members.

Clerk

18.18 CONFIDENTIAL ITEMS

There were no items that were deemed confidential.

18.19 DATE OF NEXT MEETING

The next scheduled meeting would be Tuesday 30th October 2018 at 7.00pm.