

CLAYTON-LE-WOODS PARISH COUNCIL

**COMMUNICATIONS COMMITTEE MEETING
TUESDAY 10th SEPTEMBER 2019 AT 7.00PM
AT CHORLEY BUSINESS CENTRE, EUXTON**

AGENDA

- 1. ELECTION OF CHAIRMAN**
- 2. APOLOGIES**
- 3. DECLARATION OF INTEREST**
- 4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 16th APRIL 2019**
- 5. MATTERS ARISING**
- 6. REVIEW OF TERMS OF REFERENCE**
- 7. REVIEW OF SPRING SUMMER NEWSLETTER**
- 8. NEWSLETTER AUTUMN/WINTER 2019**
 - Awarding Design/Print/distribution Contract
 - Advertisement Update
 - Content and Deadlines
- 9. PARISH COUNCIL EMAIL ADDRESS HOUSEKEEPING**
- 10. DATE OF NEXT MEETING**

The next Communications Committee Meeting is to be arranged.