

**CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE COMMUNICATIONS COMMITTEE
HELD ON TUESDAY 10th SEPTEMBER 2019 AT 7.00PM
AT CHORLEY BUSINESS CENTRE**

PRESENT: Councillor D Rogerson (Chairman)
Councillor C Billouin
Councillor D Clough

IN ATTENDANCE: Mrs TD Morris (Clerk)

			ACTION
19.18	ELECTION OF CHAIRMAN		
	Councillor D Rogerson was nominated and duly elected as Chairman until the Annual Parish meeting in May 2020.		
19.19	APOLOGIES		
	There were no apologies		
19.20	DECLARATION OF INTEREST		
	There were no declarations of interest.		
19.21	APPROVAL OF MINUTES DATED 16TH APRIL 2019		
	It was RESOLVED to approve the minutes of the meeting held on 16 th April 2019 as correct record. The minutes were duly signed by the Chairman.		
19.22	MATTERS ARISING		
	19.15 Points of Action		
	<ul style="list-style-type: none"> • Need for New Opening Pictures for Website (Ongoing request) • It was confirmed that The Chorley Business Centre is accessible for wheelchairs • The 'Document Tab' is in use at the moment instead of an 'Events Tab' on the website. The Clerk would chase up this issue • The link to the Chorley Council Planning Portal is to be set up • Lengthsmen's history and role to be checked with Councillor J Cronshaw who set up the positions. 		<p>Clerk</p> <p>PO</p> <p>Clerk</p>

19.23 REVIEW OF TERMS OF REFERENCE

It was noted that the number of members was 'at least' 6 members. At the Annual meeting it was decided to keep a number of vacancies so that there would be opportunities for the new members to join. So it was recommended that the committee should state up to 6 members and be revised accordingly.

It was also noted that a revision date be placed on the bottom of the Terms of Reference so that the latest version could be quickly identified.

Clerk

19.24 REVIEW OF NEWSLETTER SPRING/SUMMER 2019

The Members noted that the newsletter was well received by the residents and the whole of the parish had been covered due to updated mapping.

Councillor D Rogerson stated that the Newsletter was very clear and informative. It was noted that there could be more advertisements.

It was noted that Green Man Marketing had done an excellent job with refreshing the Summer Newsletter.

19.25 NEWSLETTER AUTUMN/WINTER 2019

Awarding Contract for Newsletter

The Clerk indicated that there was £5,000 allocated in the budget for the two editions and that the previous Newsletter had come in over budget by some £500 which left some £2,000 available for the next Newsletter.

The Members then scrutinised the three quotes. The Clerk informed the meeting that she and the Project officer had been to meet each of the potential contractors. Each were given a copy of the previous Newsletter along with the recent mapping information and the specification for design print and solus delivery. Each company had also provided examples of their printing for the members to look through.

It was decided that the combined quote from B & D Print Services provided the best value at the present time coming closest to the budget and their print examples were compelling that they could undertake the work required. The recommendation would be tabled at the next FPC meeting.

FPC

Advertisement Update

The Clerk stated that she had already been approached by an individual requesting advertising space. Councillor D Clough stated that he would investigate a possible advertisement possibility.

It was noted that the Project Officer could chase those who had advertised previously to see if they wished a repeat advert. (McCarthy and Stone)

The Members were mindful that there needed to be a balance between too many adverts with the information/articles being lost.

Contents

The Members were provided with a list of the suggested articles. The following were added:

- Litter Picking Team **(MC)**
- Lengthsmen Donation of Trolley by Places for People **(PO)**
- Historical Sign Posts (Milestones) **(DR)**
- War Memorial Remembrance/Silent Soldier on the Move **(C Billouin/Clerk)**
- Landfill Site Update **(DC/MC)**
- Donations 2019 Update **(Clerk)**
- Elderly Person in Chorley **(JC)**
- Road Issues/Speeding/ Back Lane Parking **(MC/DR)**
- Doctors Surgery News Leyland and CLW **(DC/MC)**
- Map of the Parish and Landmarks **(DC)**
- Library Update/Police Update etc **(PO)**
- Members Corner (Insight to a long standing Member?)
- OAP Lunch (Clerk)
- Manor Road Play Area/Skate Park **(C Bromilow)**

Deadlines

It was noted that the deadline for articles would need to be by 27th September so that there would be enough time to send the articles into the printer for the design stage.

It was planned that the Newsletter be distributed by week commencing 18th November 2019 to make sure that the residents are aware of the Christmas Tree Switch On 30th November 2019.

19.26 PARISH COUNCIL EMAIL ADDRESS HOUSEKEEPING

Malicious Emails

The Clerk informed the meeting of malicious emails that some Members had received. She had advised the whole council

that they could phone the police prior to deleting the information and not to click on any links.

Councillor D Clough stated that he would inform the Clerk of the relevant contact in the Police Cyber Crime Unit and the Clerk would share this with the Members.

DC

Email Address

There was a discussion regarding the length of the email address and still wanting the parish council to appear as a link to any shortened version. Councillor Clough explained that this would be achievable by the email provider. It was requested that the Clerk investigate the matter and report back in due course.

Clerk

19.27 DATE OF NEXT MEETING

It was agreed that the next meeting would be scheduled for Tuesday 15th October 2019 at 7:00pm