

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE COMMUNICATIONS COMMITTEE
HELD ON MONDAY 29TH JUNE 2015 at 7.00PM AT CLAYTON GREEN LIBRARY

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

IN ATTENDANCE: Mrs TD Morris (Clerk)

| | ACTION |
|--|---------------|
| <p>15.01 APOLOGIES</p> <p>There were no apologies received.</p> | |
| <p>15.02 DECLARATION OF INTEREST</p> <p>There was no declaration of interest.</p> | |
| <p>15.03 APPOINTMENT OF CHAIRMAN</p> <p>After deliberation Councillor J Cronshaw was appointed as Chairman of the Committee for a period of one year.</p> | |
| <p>15.04 TERMS OF REFERENCE</p> <p>It was RESOLVED that the Terms of Reference (TOR) be adopted at the full parish council and that the TOR would be reviewed by the Communications Committee on an annual basis.</p> | |
| <p>15.05 REVIEW OF PARISH NEWSLETTER</p> <p>The Councillors noted that the existing newsletter needed to be revamped.</p> <p>The committee then looked through a number of newsletters which had been published by neighbouring parish councils.</p> <p>The following action was agreed:</p> <ul style="list-style-type: none">• To provide the information regarding the parish i.e. Councillors details and service provision | |

- To publicise such things as:
 - Carr Brook trim trail development,
 - Memorial Garden
 - Support Grants
 - Cleanliness of Area
 - Events
 - Hanging Baskets/Flowerbeds
 - Advertising for local firms/groups
 - Promotion of Sports Groups
 - Parish open days/surgeries
 - New pavilion at CLW Bowling Club
 - Clayton Brook Community Centre
 - CLW Community Centre
 - Latest news on 3 parish wards

It was also agreed:

- To select best ideas from other newsletters to insert into new publication
- To issue the newsletter at least once per year (Quarterly being the aim)
- To canvass residents as to what they would find useful within the newsletter
- Increase circulation from 6,500 to 7,000 to take into account the increased population
- To gain 3 quotes for the work and have prototypes drawn up for approval by the full council

**Councillors
/Clerk**

15.06 REVIEW OF PARISH WEBSITE

The committee agreed that the website was not fit for purpose and needed to be relaunched as soon as possible.

The members then surfed the web looking at different websites of other parishes.

It was proposed that the basic requirements would be as follows:

- Mission Statement
- Chairs Yearly Address
- Council Information
- View of all public documents required by law
- Publicity of all parish events
- History of Clayton
- Coat of Arms and map of Clayton as homepage
- Picture and description of each of the 3 wards

- Signposting to other agencies e.g. Library, LCC, Chorley Council etc.

It was agreed that the Clerk would investigate suitable website designers to arrange for a test page to be posted so that further progress could be made towards launching a new website.

**Clerk/
Cllr S Fenn**

It was noted that it would be advisable to co-opt an experienced computer expert to walk the council through the process.

Cllr S Fenn

15.07 PUBLICITY

It was agreed that an article be sent to the Chorley Guardian regarding the erection of ten new pieces of play equipment to be sited on the Carr Brook Trim trail.

**Cllr J
Cronshaw /
Clerk**

15.08 TERMS OF REFERENCE

The committee were provided with the draft Terms of Reference to review.

It was **RESOLVED** that the Terms of Reference for the Communications Committee be adopted and would be reviewed on an annual basis.

15.08 DATE OF NEXT MEETING

The date of the next Communications meeting was agreed to be held on Monday 14th September 2015 at 7.00pm