

**CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE COMMUNICATIONS COMMITTEE
HELD ON MONDAY 18TH NOVEMBER 2019 AT 6.30PM
AT CHORLEY BUSINESS CENTRE**

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

IN ATTENDANCE: Councillor J Cronshaw
Councillor S Edwards-Williams
Councillor G Ormston
Mrs G Egan (Project Officer)
Mrs TD Morris (Clerk)

			ACTION
19.28	APOLOGIES		
	There were no apologies		
19.29	DECLARATION OF INTEREST		
	There were no declarations of interest.		
19.30	APPROVAL OF MINUTES DATED 10th SEPTEMBER 2019		
	It was RESOLVED to approve the minutes of the meeting held on 10 th September 2019 as correct record. The minutes were duly signed by the Chairman.		
19.31	MATTERS ARISING		
	19.22 Matters Arising		
	<ul style="list-style-type: none"> • The Events Tab would still need to be chased up by the Clerk. • The Link to the Chorley Council Planning Portal is still to be set up by staff. • The Lengthsmen’s history has been investigated and has been added as an item in the Parish Newsletter. 		Clerk PO
	19.23 Review of Terms of Reference		
	The Clerk stated that she had made the relevant changes; however the paperwork will be tabled at the next FPC meeting for approval.		FPC

19.26 Email Address/Housekeeping

• **Email Address Shortened Version.**

The Clerk was still in the process of investigating the issue and would report back in due course.

Clerk

19.32 NEWSLETTER AUTUMN/WINTER 2019

The Clerk indicated that she had engaged B & D Print Ltd to undertake the design, print and distribute the parish newsletter.

The newsletter would be distributed shortly and a review of the process would take place prior to the next issue being formulated.

19.26 BUDGET PROPOSALS 2020

The members scrutinised the budget headings and finalised the figures that would be forwarded to the Finance Committee in due course.

FSB

19.27 DATE OF NEXT MEETING

It was agreed that the next meeting would be scheduled for Wednesday 12th February 2020 at 7:00pm