

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE COMMUNICATIONS COMMITTEE
HELD ON TUESDAY 30th OCTOBER 2018 AT 8.00PM
AT CHORLEY BUSINESS CENTRE

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

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

	ACTION
<p>18.20 APOLOGIES</p> <p>There were no apologies.</p>	
<p>18.21 DECLARATION OF INTEREST</p> <p>There was a declaration of interest by Councillor M Gallagher as she is employed by the Environment Agency.</p>	
<p>18.22 APPROVAL OF MINUTES DATED 2nd OCTOBER 2018</p> <p>It was RESOLVED to approve the minutes of the meeting held on 2nd October 2018 as correct record, which were duly signed by the Chair.</p>	
<p>18.23 MATTERS ARISING</p> <p>18.10 Election of Chairman</p> <p>There was a query raised as to whether the procedure of electing a Chairman was correct as it was not on the original agenda.</p> <p>It was requested that the Clerk check with LALC regarding this issue.</p>	Clerk

18.14 Training for iPads

The clerk reported that Chorley Council had no targeted outside training for iPad use.

18.15 Newsletter Review

It was noted that the financial details have yet to be finalised. This will be added to the appropriate Finance and FPC agenda.

Clerk

18.24 NEWSLETTER UPDATE AUTUMN/WINTER 2018

The members were provided with a page by page mock-up of the newsletter.

There was a sharing of ideas and revisions which would be actioned by the Chairman with the assistance of the Clerk and the Project Officer.

It was planned that proof reading would be open to everyone timescales permitting.

18.25 WEBSITE REVIEW

The Clerk reported that no further action had been taken at this time. It would be planned to provide a link to the existing Facebook pages and Chorley Council press releases.

Clerk/PO/MC

18.26 SOCIAL MEDIA POLICY

The Clerk informed the meeting that there were several issues with the Social Media Policy which needed resolving. It was proposed that Councillor M Clifford and Councillor G Ormston review the form considering the number of queries that were raised at the meeting.

MC/GO

18.27 CONFIDENTIAL ITEMS

There were no items that were deemed confidential.

18.28 DATE OF NEXT MEETING

The next scheduled meeting would be Tuesday 4th December 2018 at 7.00pm.