

CHALFONT St. PETER PARISH COUNCIL

Councillors are hereby summoned to a meeting of the **COMMS & PR** Committee, to be held on Monday 10th June in the Council Offices Gravel Hill, Chalfont St Peter, at **7.30 pm**.



AGENDA

Cllr Allen, Cllr Browne, Cllr Dale, Cllr Ford, Cllr Rush and Cllr Shinner

CHAIRMAN WILL ISSUE INSTRUCTIONS REGARDING EMERGENCY EXITS IN THE EVENT OF A FIRE.

1. To elect a Chairman of Committee
2. To elect a Vice Chairman of Committee
3. To receive apologies
4. To receive declarations of interest
5. To approve the minutes of the meeting held on 10th September 2018.
6. To review action points from previous meetings:
 - 24 Cllr Ford to take the suggestions given by the Committee forward with regards the list of work undertaken by the Council in support of the village shops. Cllr Ford to add to the list, sending back to Comms & PR for review before the next meeting. **ACTION** – Clerk to forward to all committee members the list created by Cllr Ford, any comments on content to be returned to Cllr Ford **COMPLETED**
 - 25 Committee members to each write a piece on things happening in and around the village for distribution onto social media, Cllr Dale to forward his piece on the long grass to Cllr Dickson. **COMPLETED**
 - 18 Clerk to send an e-mail out to all Cllrs asking them for their list of people they would like to be invited to the thank you to volunteers in the village. **COMPLETED**
 - 19a. Clerk to write out to Council to find out if anybody has a specific interest in SM who would like to help the Comms & PR committee out with posting. **COMPLETED**

- 19b Cllr Ford to look at defining a structure and weekly themes for the social media streams which could possibly be automatic to keep the pages relevant and active.
7. To discuss the Feast Day arrangements and theme.
 8. To discuss and agree the future strategy and objectives of the Comms & PR committee for 2019-2020.
 9. To discuss the introduction of formal “Councillor drop in sessions” within the village as discussed at Main Council on 30th May.
 10. To discuss and action the request from Open Spaces to advertise for volunteers to help with spring planting in the village.
 11. Information Items
 12. To resolve that in view of the confidential nature of the business to be transacted it is advisable in the public interest, that the press and public be temporarily excluded, and they are instructed to withdraw (Public Bodies (Admissions to Meetings) Act 1960 s1)
 13. To discuss and agree and necessary press releases that may be required.
 14. Date of Next Meeting – 2nd September 2019