

# CHALFONT St. PETER PARISH COUNCIL

Councillors are hereby summoned to a meeting of the **COMMS & PR** Committee, to be held on Thursday 11<sup>th</sup> June 2015 in the Council Offices, Gravel Hill, Chalfont St Peter, at 8pm.



## AGENDA

Cllr Day (Chairman), Cllr Dickson (Vice Chairman), Cllr Allen, Cllr Dale, Cllr J Hatton and Cllr Ross.

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

1. Apologies
2. Declarations of Interest.
3. To approve the minutes of the meeting held on the 9<sup>th</sup> April 2015
4. Review Action Points
  - 12b(13)** E-mail Policy – Cllr Allen would like to expand our current policy with some elements from the SCL policy. Cllr Allen to read through and pick out the salient points of the SCL policy and reword appropriately for Chalfont St Peter and bring back his suggestions to the next Comms & PR Committee. C'fwd
  - 13b (13)** New Plaque –Clerk to investigate cost of a new 3D plastic plaque with new CSP logo. C'fwd
  - 25** CSP Policies. Cllr Allen to look through the current policies, rules and regulations and put something together for the next Comms & PR meeting. C'fwd
  - 40** To send out an invite to all Councillors asking if they would like social media training.
  - 51** Clerk to update website and social media streams with the results of the elections as soon as available. **COMPLETED.**
  - 52** Clerk to check with our internal auditor that funding for long service aware can be taken from Chairman's allowance. **COMPLETED.**
  - 53** Clerk and HH to organise the display for outside of the tent at Feast Day, Cllr Darby to organise volunteers for the day and inside the tent activities.
5. To agree responsibilities with regards to social media streams.
6. To discuss and agrees how the PC can assist the promotion of local businesses.
7. To discuss and agree an effective advertising campaign for the tree planting initiative.
8. To discuss and agree how we promote PC activities, such as the Commons Mgmt. Plan and the availability of free allotments.
9. To discuss and agree the results of the risk analysis undertaken for Comms & PR 2015-16
10. Information Items
11. Next Meeting – 3<sup>rd</sup> September 2015