

# CHALFONT St. PETER PARISH COUNCIL

Councillors are hereby summoned to a meeting of the **COMMS & PR** Committee, to be held on Thursday 12<sup>th</sup> November 2015 in the Council Offices, Gravel Hill, Chalfont St Peter, at 7pm.



## 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.**

29. Apologies
30. Declarations of Interest.
31. To approve the minutes of the meeting held on the 24<sup>th</sup> September 2015.
32. Review Action Points
  - 12b/25** Communication & E-mail Policy – Clerk to circulate the SCL policies to aid discussions with regards the PC having their own. **COMPLETED**
  - 13b (13)** New Plaque – Once recommendation has been agreed by MC, DC to organise quotes. **COMPLETED**
  - 26a** Comms Policy - Cllr Day to create a draft policy, send to Cllr Ross for comments then circulate to the Comms & PR committee for further comment.
  - 26b** Cllr Day suggested that staff and full Council need to be made aware of the implications of the Openness of Local Government Bodies Regulations Act 2014. **COMPLETED**
  - 26c** Cllr Dickson asked if the Clerk can clarify why Councillors cannot access the NALC websites as given at the back of 2014 Good Councillors guide.
33. To discuss and agree the Comms & PR budget for 2016/17
34. To discuss the national event to celebrate The Queen's birthday which includes lighting the Beacon on the 21<sup>st</sup> April 2106 and how the Comms & PR Committee can support this event.
35. To discuss the draft communication policy.
36. Information Items
37. Next Meeting – 4<sup>th</sup> February 2016