

# CHALFONT St. PETER PARISH COUNCIL

Councillors are hereby summoned to a meeting of the **COMMS & PR** Committee, to be held on Thursday 1st February 2018 in the Council Offices Gravel Hill, Chalfont St Peter, at 8pm.



## AGENDA

Cllr Ford (Chairman), Cllr Rush (Vice Chairman) Cllr Allen, Cllr Dale, Cllr Dickson and Cllr Shinner

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

29. To receive apologies
30. To receive declarations of Interest.
31. To approve the minutes of the meeting held on 2<sup>nd</sup> November 2017.
32. To review action points from previous meetings:
  - 8i Committee to go to the bulletin section of the website and put their details into the test page.
  - 8ii Clerk to create a new e-mail address no\_reply\_bulletin etc – Awaiting website designer's response.
  - 8iv Cllr Ford to create a step by step guide for the clerk to use.
  - 9i Cllr Shinner to invite the CoC Chairman to a Council meeting to understand their vision for the future of the village shops, this will then give the Council a better understanding of how they can support them.
  - 22i Cllr Smith to provide the Parish Council content for the new Village Guide.
  - 22ii Additional funding to be added to the budget to cover the cost of delivery for the village guide. **COMPLETED**
  - 23 Clerk to organise a doodle poll for committee to choose best picture options. A doodle poll is not possible for pictures, therefore the Clerk will print out the options and the Committee can choose at the next meeting.
  - 24 Cllr Dickson to send the list created by Cllr Hatton with regards the list of work undertaken by the PC in support of the vitality and viability of the village shops.

- 25 Committee members to each write a piece on things happening in and around the village for distribution onto social media, (Cllr Dickson to write one about Maria Taylor, Cllr Rush to write about the Haywardens and our new Cllr Warren Chellar and Cllr Dale to write a piece about the long grass.)
- 26 Cllr Ford to investigate the issues currently experiencing with regards personal/business accounts and Facebook access.
  
33. To receive an update from members of the working party on the proposed village guide.
34. To agree a policy for communications requested from Committees.
35. To discuss test filming for production company as per discussed at January Main Council
36. To discuss development of social media channels.
37. Information Items
38. Date of Next Meeting – 7<sup>th</sup> June 2018