

# CHALFONT St. PETER PARISH COUNCIL

Councillors are hereby summoned to a meeting of the **COMMS & PR** Committee, to be held on Thursday 1st November 2018 in the Council Offices Gravel Hill, Chalfont St Peter, at **7.30 pm.**



## 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.**

21. To receive apologies
22. To receive declarations of interest
23. To approve the minutes of the meeting held on 10<sup>th</sup> September 2018.
24. To review action points from previous meetings:
  - 24 Clerk to forward to all committee members the list created by Cllr Ford on work undertaken by the PC in support of the village shops, 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.
  - 34 Cllr Dickson to add a comment to the Comms & PR policy with regards content of SM posts. The Committee would like it to say no posts should contain any biased information either political or business. **COMPLETED**
  - 14a 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**
  - 14b 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.

- 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**

25. To review the Comms & PR annual risk assessments.
26. To review the draft Comms & PR budget for 2019/2020
27. Information Items
28. Date of Next Meeting - TBA