

CHALFONT St. PETER PARISH COUNCIL

Councillors are hereby summoned to a **COMMS & PR MEETING** to be held using online virtually technology in accordance with the Coronavirus 2020 Act on

Monday 2nd November at 7pm.

Meeting ID: 874 3893 3286 Passcode: 070107



AGENDA

Cllr Rush (Chairman), Cllr Ford (Vice Chairman), Cllr Browne, Cllr Dale, Cllr Harrold and Cllr Shinner

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

46. To receive apologies
47. To receive declarations of interest
48. To approve the minutes of the meeting held on 22nd September 2020.
49. To review action points from previous meetings:
 - 19b Cllr Rush to take on the lead looking at defining a structure and weekly themes for the social media streams to keep the pages relevant and active. Carry forward. **ACTION Cllr Rush c;fwd**
 - 19 Clerk to create a poster for notice boards with key metrics of the Parish Council on, It was noted that a large poster was not required and that up to date A4 posters be placed in the Notice Boards. **Carry forward**

Haywarden and Cllr Dale to contact professional organisations and charities about the nature reserve and potential bird boxes etc in the new St Peters Garden. Cllr Dale reported that he had spoken to a company who would be happy to set up a workshop around how to organise sponsorship and help children make the bird boxes. It was felt that local businesses could also be contacted to see if they would like to sponsor a bird box. It was however too soon to pursue this further at present. **Awaiting the right time to start.**

Cllr Rush to investigate local radio stations and ask If they would like a “day in the life of...” Type interview. **Carry forward.**
 - 21 Advertising of the Councillor Surgeries, Cllr Rush to ask the Community Centre if they would put up a poster. **Due to COVID this is not possible at present.**

- 40a Clerk to speak to NEXUS/VATU with regards removing data and reinstalling once WCAG compliant. **COMPLETED** – No response from either company.
- 40b Finance Admin to create a new cost centre code and vire monies from Office Maintenance and Office Equipment to cover agreed budget. **COMPLETED.**
- 44 Holy Cross working party to produce a statement for discussion at the Main Council meeting on Thursday 24th September. **COMPLETED**
50. To give the committee an update on the work to become WCAGAA 2.1 compliant. Agree any necessary actions.
51. To discuss and agree the proposed budget for 2021-22 for Comms & PR
52. To discuss the request from Committees for social media posts on the following
- Open Spaces – ,Bite sized bi-weekly updates from Cllr Southworth and Fly tipping (please don't).
 - Finance – TBA
 - A&P – TBA
 - Main Council – Thank you to the Haywarden team for picking up the inordinate amount of rubbish being left and to remind people to take home their own rubbish, keep Chalfont tidy.
53. Information items
54. 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)
55. Date of Next Meeting – TBA.