

CHALFONT St. PETER PARISH COUNCIL

Councillors are hereby summoned to a meeting of the **COMMS & PR Committee**, to be held on Monday 27th January 2020 in the Council Offices Gravel Hill, Chalfont St Peter, at **7.30 pm.**



AGENDA

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

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

27. To receive apologies
28. To receive declarations of interest
29. To approve the minutes of the meeting held on 4th November 2019.
30. To review action points from previous meetings:
 - 19b 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.
 - 9(6) Cllr surgeries need to be advertised on notice boards, social media, website, posters in the shops and library? **COMPLETED**
 - 10 The Committee discussed the request from Open Spaces to advertise for volunteers to help with spring planting in the village. 1) Clerk to liaise with OS to gain relevant information –2) Cllr Ford and Cllr Rush will advertise on social media, 3) Clerk will produce a poster for the village notice boards and 4) Clerk to put the use of the website on a future agenda for discussion. C'FWD
 - 19 Promoting the village
 - a) (All Committee)– Support the Village guide
 - b) (Clerk, Cllr Ford, Cllr Rush) Create a poster with key metrics which can go into the guide and onto notice boards around the village, promote this document through social media streams
 - c) (Clerk) Print an A1/2 poster of the document to be used for Councillor surgeries and village events.
 - d) (Clerk, Cllr Rush) Actively promote the village through recognition for key projects, Councillors and staff
 - e) (Clerk, Cllr Rush) Speak with all those organisations who have generously given donations to the St Peters Garden memorial project about advertising their assistance.

- f) (Haywarden) Contact professional organisations and charities like RSPB about the nature reserve and potential bird boxes etc in the new St Peters garden
- g) All Cllrs to share any posts from the Parish Council on their own social media streams.
- h) Cllr Ford to structure automated weekly themes for the social media streams to keep the pages relevant and active
- i)– Cllr Rush to assist any Councillors that are new to social media if they wish to set up an account.
- j) Cllr Rush to investigate local radio stations and ask If they would like a “day in the life of...” Type interview
- k) Clerk to organise another Comms & PR meeting for December.

21 Cllr Shinner to update Cllr Rush a couple of days before Councillor surgeries take place to advertise the event.

All Councillors to advertise the Councillor surgeries on their personal accounts.

31. Information Items

32. 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)

Actions from previous meetings within P & C section.

25a - Cllr Ford to produce a statement in readiness for the two potential outcomes.

25b - Cllr Ford to produce a statement to be used by the Council staff and Councillors to respond to residents' queries post March.

33. To discuss and agree a comms strategy for the Holy Cross case up to April 2020 and beyond.

34. Date of Next Meeting – 2nd March 2020