

CHALFONT St. PETER PARISH COUNCIL

Councillors are hereby summoned to a meeting of the **COMMS & PR** Committee, to be held on Thursday 2nd November 2017 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.

18. To receive apologies
19. To receive declarations of Interest.
20. To approve the minutes of the meeting held on Thursday 7th & 28th September 2017.
21. To review action points from previous meetings:
 - 8i Clerk to speak to website designers and create the website link – Awaiting website designer's response
 - 8ii Clerk to create a new e-mail address no_reply_bulletin etc – Awaiting website designer's response.
 - 8iii Cllr Ford to create a Mail Chip account and link to the new e-mail address. **COMPLETED**, Cllr Ford has set up the Main Chimp account.
 - 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.
 - 9ii Clerk to write to BCC & CDC asking if they have any future plans for the village which may affect the village shops. **COMPLETED**
 - 10 Clerk to speak to Head Haywarden with regards setting up a series of mini twitter stories on what happens in and around the village and what the Haywardens are working on. **COMPLETED**. The Head Haywarden thought this was an excellent idea however, at this current time with two new members of staff does not have the capacity to undertake.

22. To receive an update from members of the working party on the proposed village guide.
23. To discuss and review the Comms & PR draft budget for 2018/19
24. To discuss and agree the Comms and PR action to the NP PVC3. To pull together a list of all the work being undertaken by the Parish Council which supports the vitality and viability of the village shops.
25. To discuss and formulate a strategy to inform the village in respect of the Long Grass Policy, as requested by the Open Spaces Committee.

The Committee discussed a variety of options, Bucks Free Press newspaper article, Comments from Matt Keithley supporting the Commons Mgmt. plan and the positive impact this has on our open spaces and gardens etc, weekly twitter updates, local film school short film. However, no plan was put in place for delivery.

26. To review and discuss the Councils use of social media.
27. Information Items
28. Date of Next Meeting – TBA