

CHALFONT St. PETER PARISH COUNCIL

Councillors are hereby summoned to a meeting of the **COMMS & PR** Committee, to be held on Thursday 3rd November 2016 in the Council Offices Gravel Hill, Chalfont St Peter, at 8pm.



AGENDA

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

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

17. To receive apologies
18. Declarations of Interest.
19. To approve the minutes of the meeting held on the 8th September 2016.
20. To review action points from previous meetings
 - 13 Cllr Dickson to speak to Local photographer to assess what he is offering us.
 - 14 Clerk to obtain generic business cards with no names to be used by Councillors as a means to give out the Councils details.
 - 15 Clerk to look into alternative options for leaflet distribution
21. To agree the Terms of Reference for the Comms & PR Committee c'fwd from September.
22. To discuss and agree the risks which come under Comms & PR.
23. To discuss and decide upon the request for the Parish Council to create a new residents information pack or booklet.
24. To discuss and decide upon the request to create an electronic database for sending information from the Parish Council to local residents from.
25. To discuss and agree the Budgets for Comms & PR for 2017/18.
26. Information Items
27. Date of Next Meeting – TBA