

# CHALFONT St. PETER PARISH COUNCIL

Councillors are hereby summoned to a meeting of the **COMMS & PR** Committee, to be held on Thursday 4<sup>th</sup> February 2016 in the Council Offices Gravel Hill, Chalfont St Peter, at 8pm.



## AGENDA

Cllr Day (Chairman), Cllr Dickson (Vice Chairman), Cllr Allen, Cllr Dale, Cllr J Hatton and Cllr Ross.

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

38. Apologies
39. Declarations of Interest.
40. To approve the minutes of the meeting held on the 12<sup>th</sup> November 2015.
41. Review Action Points
  - 26c** Cllr Dickson asked if the Clerk can clarify why Councillors cannot access the NALC websites as given at the back of 2014 Good Councillors guide.
  - 33** Cllr Dickson to investigate the costs and appropriate sites where a map of the village could be installed.
  - 34** Queens birthday celebrations. Clerk to add to the next MC Agenda for ideas. **COMPLETED**
  - 35a** Cllr Dickson to investigate what the Council needs to obtain Quality Status.
  - 35b** Clerk to write to Trident to find out the feasibility and costs to create a Councillor folder on our sharepoint.
  - 35c** Clerk to add to the next Main Council agenda Cllr Days suggestion to consider increasing our village status profile. **COMPLETED**
  - 35d** Clerk to take out all comments that are not appropriate to this policy, ie held in other documents or only appropriate to smaller councils and send out to all for discussion at the next Comms & PR meeting in February 2016.
42. To discuss the draft Communications Policy.
43. To discuss the national event to celebrate The Queen's birthday which includes lighting the Beacon on the 21<sup>st</sup> April 2106 and how the Comms & PR Committee can support this event.
44. To discuss the PR required for the Local Plan.
45. To discuss the PC involvement and PR for the Feast Day event on the 25<sup>th</sup> June 2016
46. Information Items
47. Next Meeting – 5<sup>th</sup> May 2016