

CHALFONT St. PETER PARISH COUNCIL

Councillors are hereby summoned to a meeting of the **COMMS & PR Committee**, to be held on Monday 4th November 2019 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.

15. To receive apologies
16. To receive declarations of interest
17. To approve the minutes of the meeting held on 10th June 2019.
18. 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.
- 7 Feast Day Actions
 - A) Local Plan

Cllr Browne to liaise with Cllr North with regards appropriate leaflets and information that we can use for the stand, the Clerk is available to support the Cllrs to create the presentation stand. **COMPLETED**
 - B) Cllr Surgeries

Clerk to organise the dates and send out to all Cllrs asking for volunteers. **COMPLETED**

Clerk to organise 1/3 of a stand panel with information on the surgeries. **COMPLETED**

C) Holy Cross

The working party and Clerk to produce a statement for Cllrs to give out on the day in the event they are asked about the Holy Cross judgement. **COMPLETED**

D) Maria Taylor Candy Floss

Cllr Dale and a trustee of the Maria Taylor Charity will organise and run the candy floss for the event. **COMPLETED**

Cllr Dale asked if it would be possible to purchase balloons for the event. ?

- 9 Clerk to ask Cllrs to populate the dates for the Cllr surgeries. Not all Cllrs responded, therefore monthly requests will be sent out. **COMPLETED**
- 9(6) Cllr surgeries need to be advertised on notice boards, social media, website, posters in the shops and library ?
- 9(7) Clerk to produce a file for Cllrs to use at the Cllr Surgeries with helpful info in. **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 – **AWAITING INFO FROM OS** 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. To discuss and agree the future strategy and objectives of the Comms & PR committee for 2019-2020.
20. To discuss and agree the committee budget proposals for 2020-21
21. To receive an update on the Councillor surgeries.
22. To review the village Guide for 2020-21
23. Information Items
24. 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)
25. To discuss and agree a comms strategy for the Holy Cross case up to April 2020 and beyond.
26. Date of Next Meeting – TBA