

CHALFONT St. PETER PARISH COUNCIL

Councillors are hereby summoned to a meeting of the **COMMS & PR** Committee, to be held on Thursday 8th September 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.

8. To receive apologies
9. Declarations of Interest.
10. To approve the minutes of the meeting held on the 28th June 2016.
11. To review action points from previous meetings
 - 6a Cllr Hatton to update the NP flyer with minor changes and check contents with Tibbalds, Cllr North and Phil Donaldson. **COMPLETED**
 - 6b Clerk to find out when the polling cards are being sent out and if we can put our leaflet in with them if we provide the envelopes. **COMPLETED** – not possible.
12. To agree the Terms of Reference for the Comms & PR Committee.
13. To discuss and agree to update the pictures within the Council Chamber.
14. To discuss the appropriateness for business cards for Parish Councillors.
15. To evaluate the Comms & PR strategy for the NP referendum.
16. Date of Next Meeting – Thursday 3rd November 2016 at 8.00pm