

# CHALFONT St. PETER PARISH COUNCIL

Councillors are hereby summoned to a meeting of the **COMMS & PR** Committee, to be held on Thursday 9<sup>th</sup> April 2015 in the Council Offices, Gravel Hill, Chalfont St Peter, at 8pm.



## AGENDA

Cllr Mrs Dickson (Chairman), Cllr R Allen (Vice Chairman), Cllr P Dale, Cllr J Hatton, Cllr Mrs Harper and Cllr Day.

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

45. Apologies
46. Declarations of Interest.
47. To approve the minutes of the meeting held on the 11<sup>th</sup> September 2014

The following changes were requested by Cllr Darby to the minutes of the 11<sup>th</sup> September 2014 -

- That somebody other than Cllr Mrs Dickson should offer the donation, as Cllr Mrs Dickson is a trustee of the Maria Taylor trust.
  - Point 12 – Clarification that the PC do pay a considerable amount towards the maintenance, storage and installation of the lights which go across the road but not the individual shop lights
  - Point 28a – All formal letters received by the Parish Council should say received TO the Parish Council. Both are grammatically correct.
  - Cllr Mrs Dickson clarified if we are formally speaking on behalf of the PC that two parties have to approve press releases or statements.
48. To approve the minutes of the meeting held on the 6<sup>th</sup> November 2014
  49. Review Action Points
    - 5(13) Permanent Design Agency. See 41
    - 12b(13) E-mail Policy – Cllr Allen would like to expand our current policy with some elements from the SCL policy. Cllr Allen to read through and pick out the salient points of the SCL policy and reword appropriately for Chalfont St Peter and bring back his suggestions to the next Comms & PR Committee. C'fwd
    - 13b (13) New Plaque –Clerk to investigate cost of a new 3D plastic plaque with new CSP logo. C'fwd
    - 10 Maria Taylor Painting. Cllr Adams to organise a valuation of the painting and report back to the Committee.
    - 25 CSP Policies. Cllr Allen to look through the current policies, rules and regulations and put something together for the next Comms & PR meeting. C'fwd
    - 27 Displays. Cllr Mrs Dickson to organise content for new displays. **COMPLETED**
    - 40 Undertake a review on the use of the website and social media streams since the re-launch and discuss and issues which have arisen.

**41** Clerk to ask local designers/printers for quotes to produce a village pamphlet.

**92Sa** From the OS Committee. Discuss the current issue with parking at the Wagon and Horses and how best to facilitate an arrangement for this to cease.

51. To agree the most effective way to inform the local electors of the upcoming Parish Council elections.
52. To discuss and agree recognition for those long standing Councillors those are due to retire from Council duties.
53. To discuss the Parish Council involvement in Feast Day 2015
54. Information Items
55. Next Meeting – 11<sup>th</sup> June 2015