

CHALFONT St. PETER PARISH COUNCIL

Minutes of the Communications and PR Committee
held on Wednesday 13th March 2019 at 7.30pm.



MINUTES

Present: Cllr Ford (Chairman), Cllr Rush (Vice Chairman), Cllr Dale and Cllr Smith.

Also Present Debbie Evans (Clerk)

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

21. Apologies received from Cllr Allen, Cllr Dickson and Cllr Shinner.
21. Declarations received from Cllr Ford, Cllr Rush and Cllr Smith regards anything pertaining to CDC.
22. 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) AGREED.
23. To discuss and agree any necessary press releases or processes that may be required in the coming months.

The Committee discussed the possible outcomes and agreed the need for a statement for Cllrs and Staff which can be used if required.

ACTION- Clerk to investigate if Cllrs have already been approached by the media.

ACTION – Clerk to write to SMB to request at least 14 days' notice if required to put out a public statement.

Recommend to Main Council – Cllr Ford and the Clerk speak directly to SMB to ask for a more expansive statement than "no comment". Proposed Cllr Ford, seconded Cllr Dale, agreed.

Recommend to Main Council – The Chairman of Comms & PR with the Clerk has delegated authority to provide a statement or respond accordingly to the requests without going through a committee or Main Council meeting, this is required due to strict timescales which will delay timely media responses. Proposed Cllr Ford, Seconded Cllr Dale, agreed.

Recommend to Main Council – An appropriate statement be provided to both Cllrs and Staff on what to do when approached, how to respond and clear referral details if required for a more in-depth statement.

ACTION – Clerk to add the recommendations from this Committee onto the next EOM meeting.

Signed

Date

ACTION – Clerk to organise a conference call with SMB, the Clerk and Cllr Ford.

Meeting finished at 8.30pm

24. Date of Next Meeting - 10th June 2019

Signed

Date

In accordance with the Openness of Local Government Bodies Regulations Act 2014, all non-confidential supporting documentation is available to view from the Parish Council Offices.