

CHALFONT ST PETER PARISH COUNCIL

Councillors are hereby summoned to attend a meeting of the **COMMS & PR COMMITTEE** to be held on Thursday 3rd August 2023 in The Council Offices, Gravel Hill, Chalfont St Peter at **7pm**.



AGENDA

Cllr Darby, Cllr Dickson, Cllr Harrold, Cllr Longshaw, Cllr Sahota, Cllr Shinner, Cllr Rush and Cllr Vladoar.

CLERK WILL ISSUE INSTRUCTIONS REGARDING EMERGENCY FIRE EXITS IN THE EVENT OF FIRE

1. To elect a Chairman to the Committee
2. To elect a Vice Chairman to the Committee
3. To receive apologies,
4. To receive declarations of interest.
5. To approve minutes from previous meeting – N/A
6. To review action points from previous meetings – N/A
7. To review and agree the Terms of Reference for the Comms & PR Committee
8. To review and agree the Parish Council Communication Strategy as created within the F&GP committee.
9. To discuss responsibilities and access to our social media accounts and which ones we wish to use, FB, twitter, Instagram, threads, etc.
10. To receive a report on the usage of our website and social media posts.
11. To review and agree the content and layout of the Parish Council website.
12. To discuss and decide upon a course of action to support the comms for the Nature Reserve Project, Skate Park, Remembrance Day parade event and St Peters Memorial Garden official opening and other major projects.
13. 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)

Date of Next Meeting: Thursday 19th October 2023.