

West Haddon Parish Council

Communications & Events Committee

Executive Officer: Mrs G Wells
PO Box 6583
Rugby
CV21 9QT

Notice is hereby given of a meeting of the **COMMUNICATIONS & EVENTS COMMITTEE** that will be held on **Wednesday 4th December 2019 7.30pm – 9.00pm, West Haddon Baptist Chapel, Guilsborough Road** where the items listed below will be discussed.

Agenda items:-

OPENING PROCEDURES.
1. Public Session – 15 minutes maximum (N.B no decisions can be made under this item).
2. Apologies
3. Declarations of Interest
4. Requests for dispensations – to be received in writing by the Clerk.
5. Minutes 9 th October 2019 – to approve the minutes of the meeting.
6. Matters Arising from the meeting 9 th October 2019. (N.B no decisions can be made under this item).
POLICIES & PROCEDURES
7. Social Media Policy – To consider a social media policy for West Haddon Parish Council.
NEWSLETTER
8. To receive and consider a report from the Newsletter Editor.
9. To consider the progress of the Newsletter and review the position of the Newsletter Editor. (N.B. Due to the nature of this discussion public and press may be invited to leave the room during this item – Public Admission to Meetings Act).
10. To consider and approve any amendments to the size & colour of the publication.
11. To consider advertising costs and resolve issues arising with regard advertising.
12. Council New Year Message – To consider what this should reflect and portray in the January edition of the Newsletter.
WEBSITE
13. To receive an update on the website and agree any additional content other than statutory requirements.
14. Councillor profiles – To consider content of Councillor profiles for inclusion on the website.
15. Community Engagement using Website – To consider use of the website to engage with the community via consultations and how to process results of such surveys.
PARISH COUNCIL EVENTS
16. To consider and formulate a programme of events and themes to be facilitated by the Parish Council 2020-2021.
17. Bonfire Event 2020 & beyond.
18. VE Day May 2020.
19. Health & Wellbeing Events 2020.
20. Parish Council Surgeries 2020.
CLOSING PROCEDURES
21. Date of next meeting – February 2020 – date to be confirmed.