

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 9th October 2019 7.30pm – 9.00pm, West Haddon Baptist Chapel, Guilsborough Road** where the items listed below will be discussed.

Agenda items:-

OPENING PROCEDURES.
1. Election of Chair
2. Election of Vice Chair
3. Apologies.
4. Public Session.
5. Declarations of Interest.
6. Requests for dispensations – to be received in writing by the Clerk.
POLICIES & PROCEDURES
7. Terms of Reference - To consider the terms of reference for the Communications & Events Committee and approve recommendation to Full Council.
NEWSLETTER
8. To consider and approve an SLA for the newsletter Editor including editorial rights.
9. To consider time lines and procedures with regard the deadline for receipt of copy, printing and distribution of the newsletter.
10. To consider any content that the PC would like to see included in the publication to be advised to the Editor of the publication.
11. To consider advertising costs, number of adverts allowed and lay out within the publication.
12. To consider and approve any amendments to the size & colour of the publication.
13. To consider budgetary requirements for the period 2020-2021 for recommendation to the Finance & Human Resources Committee for inclusion in the forthcoming budget preparations.
WEBSITE
14. To consider and approve the establishment of a new website for the Council to be hosted by 2Commune.
15. To approve the Executive Officer as Manager of the new Website and to delegate responsibility to that person for uploading onto said website.
16. To approve content for inclusion on the website on top of statutory requirements for Council documents.
17. To consider and approve a link through the website to Twitter and Facebook and to propose a policy to Full Council regarding the use of social media which safeguards its usage and the Councils role in it.
18. To consider and approve the set up of Councillor email addresses hosted through the website 2Commune.
19. To consider budgetary requirements for the period 2020-2021 for recommendation to the Finance & Human Resources Committee for inclusion in the forthcoming budget preparations.
PARISH COUNCIL EVENTS
20. To consider and start formulating a programme of events, services, that can be facilitated and managed by the Council in the period 2020-2021 as well as contemplating the budgetary requirements to deliver such a programme for recommendation to the Finance & Human Resources Committee for inclusion in the forthcoming budget preparations.
CLOSING PROCEDURES
21. Date of next meeting – December 2019 – date to be confirmed.

