## **CLAYTON-LE-WOODS PARISH COUNCIL**

## MINUTES OF THE COMMUNICATIONS COMMITTEE

HELD ON WEDNESDAY 6<sup>TH</sup> SEPTEMBER 2023 AT 7.00PM AT CLAYTON-LE-WOODS PARISH COUNCIL OFFICE/MEETING ROOM, 239A PRESTON ROAD, CLAYTON LE WOODS, CHORLEY, PR6 7PY

**PRESENT:** Councillor Mr P Gabbott

Councillor Mr S Lowe Councillor Mr N Whitham

**IN ATTENDANCE:** Mrs L Gallagher (Administrative Assistant - AA)

**ACTION** 23.20 **APOLOGIES** No apologies 23.21 **DECLARATION OF INTEREST** There were no declarations of interest. 23.22 APPROVAL OF MINUTES DATED 25<sup>TH</sup> MAY 2023 It was **RESOLVED** to approve the minutes of the meeting held on 25<sup>th</sup> May 2023 as correct record. 23.23 SOCIAL MEDIA/WEBSITE UPDATE The Report from the AA on social media engagement figures was received with thanks. 23.24 WINTER NEWSLETTER AA The Committee discussed options for content in the newsletter. The AA has compiled a list and will write the articles before the submission deadline. The Committee RESOLVED to approve the timetable. The Committee RESOLVED to approve the quotation from AA Green Man Marketing. Cllr Lowe suggested creating a mailing list for the newsletter using a service called Mail Chimp. The AA will look into this. **DATE OF NEXT MEETING** 23.25

The date of the next meeting will be Wednesday 18<sup>th</sup> October 2023 at 7.00pm