

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE COMMUNICATIONS COMMITTEE
HELD ON THURSDAY 21ST JULY 2016 AT 8.00PM
AT CLAYTON GREEN LIBRARY

PRESENT: Councillor D Rogerson (Chairman)
Councillor C Billouin
Councillor M Cullens
Councillor Mrs G Ormston
Councillor R Ormston

IN ATTENDANCE: Mrs TD Morris (Clerk)

	ACTION
<p>16.29 APPOINTMENT OF CHAIR</p> <p>After due consideration Councillor D Rogerson was elected chair of the Communications Committee for a period of one year.</p>	
<p>16.30 APOLOGIES</p> <p>Apologies were received from Councillors J Cronshaw and S Fenn.</p>	
<p>16.31 DECLARATION OF INTEREST</p> <p>There was no declaration of interest.</p>	
<p>16.32 APPROVAL OF MINUTES DATED 4th APRIL 2016</p> <p>It was RESOLVED to approve the minutes of the meeting held on 4TH April 2016 as correct record, which were duly signed by the Chairman.</p>	
<p>16.33 MATTERS ARISING</p> <p>There were no matters arising.</p>	
<p>16.34 PARISH WEBSITE</p> <p>It was reported that there had been a pre-meeting with the web design company Easy-Websites in preparation for the presentation to full council next Monday.</p>	

It was noted that in the interest of fairness the other potential providers would be given the same opportunities as Easy-Websites before the parish council make a considered decision.

16.35 AUTUMN/WINTER 2016/17 PARISH NEWSLETTER

Spring 2016 Newsletter Review

It was reported that the response to the new parish newsletter had been very positive and had solicited enquiries regarding advertising space.

This was welcomed by the members but it was hoped that there would be a balance between informing the residents and any possible income that could be generated from advertisements.

The members were advised that the delivery of the newsletter had been patchy in some areas. Also more newsletters should be ordered to supply the public buildings and community house.

The explained that due to timescales involved the parish council had used the distributor from the previous occasion. Other avenues of delivery would be investigated for next time.

Autumn Winter Newsletter 2016/17

Councillor Mrs G Ormston reported that the aim was to have the next newsletter ready for print/distribution by the end of November so as to publicise the events taking place over the Christmas period.

It was agreed that the same Working Party (Cllrs Mrs G Ormston, Mrs C Billouin and the clerk) would develop the next newsletter.

Any possible articles for insertion the next parish newsletter should be sent in to the clerk in the first instance for consideration by the Working Party.

**All
Councillors**

Commemorative Medals

The members were advised that a press release had gone to the Lancashire Evening Post to publicise the distribution of the medals. There had already been some requests for medals made at Clayton Green library.

16.36 CONFIDENTIAL ITEMS

There were no items that were deemed confidential.

16.37 DATE OF NEXT MEETING

The next scheduled meeting would be arranged at the next Full Parish Council Meeting so that appropriate dates for the website demonstration can be finalised.