



21st July 2017

COMMUNICATIONS COMMITTEE


TO: MEMBERS OF THE COMMUNICATION COMMITTEE

Councillors: Naveed Akhtar, Richard Alvin, Deborah Barlow, Rochelle Hodds, Alan Lion and Darshan Singh Sunger.

You are hereby summoned to attend a meeting of the **COMMUNICATIONS COMMITTEE** which will be held on **Thursday 27th July 2017** at the **Parish Council Offices**, Hainault Road, Chigwell, at **2.00pm** to transact the business shown in the Agenda below.

Anthony-Louis Belgrave
Clerk to the Council

AGENDA

- 1. ELECTION OF CHAIRMAN** 
To **PROPOSE** and **SECOND** nominations for the Office of Chairman and, if there is more than one nominee, to vote thereon.
- 2. APOLOGIES FOR ABSENCE**
To receive any apologies for absence.
- 3. OTHER ABSENCES**
To **NOTE** any absences for which no apology has been received.



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4. DECLARATIONS OF INTEREST

To **RECEIVE** any Declarations of Interest by Members.

- *A Member with a personal interest in a matter must consider whether it is a “prejudicial interest” (i.e. prejudicial to the public interest).*
- *A Member must consider him/herself as having a prejudicial interest if it is a personal interest which a member of the public with knowledge of the relevant facts would regard as so significant and particular that it could prejudice the Member’s judgement of the public interest.*

Any Member who is unsure if a personal interest needs to be declared should consult the Clerk for clarification.

5. MISSION STATEMENT

Members are asked to **CONSIDER** the purpose of this committee and to establish an **AGREED** mission statement.

6. EXISTING MEANS OF COMMUNICATION

Members are asked to **CONSIDER** the existing and previous methods the Parish Council engaged to communicate with local residents, the effectiveness of these means and how they may be improved upon in the pursuance of the committee’s objectives. These methods are listed as follows;

- Website.
- Notice-boards.
- Leaflet distribution.
- Parish Council Newsletter.
- Saturday Surgeries.
- Public Drop-in Sessions. (Neighbourhood Plan)
- Allotment & Christmas Window Competitions.

7. COMMITTEE BUDGET

Members are asked to **CONSIDER** the budgetary requirements of this committee.



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8. PLAN OF ACTION 2017-2018 

Members are asked to **CONSIDER** an appropriate action plan in the furtherance of this committee's objectives.

9. MATTERS TO BE BROUGHT FORWARD TO THE NEXT COMMUNICATIONS COMMITTEE MEETING

To **NOTE** any matters which Members may wish to draw to the attention of the Committee and/or request to be included in the Agenda for the next meeting of the Committee.

10. DATE OF NEXT MEETING 

Members are asked to **CONSIDER** the date for the next meeting of this Committee.

11. EXCLUSION OF THE PUBLIC AND THE PRESS

In the event that the Agenda contains Exempt (blue) pages, to **CONSIDER** the following motion to be proposed by the Vice Chairman:

"That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed."

There are no confidential items to be considered.

Anthony Belgrave
Clerk to the Council