



7th December 2018

COMMUNICATIONS COMMITTEE

TO: MEMBERS OF THE COMMUNICATION COMMITTEE

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

You are hereby invited to attend a meeting of the **COMMUNICATIONS COMMITTEE** which will be held on **Thursday 13th DECEMBER 2018** at the **Parish Council Offices**, Hainault Road, Chigwell, at **6.00pm** to transact the business shown in the Agenda below.

Anthony-Louis Belgrave
Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

3. CONFIRMATION OF MINUTES 



To **APPROVE**, as a correct record, the Minutes of the Communications Committee meetings held on 20th September 2018.



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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. FORMULATION OF A COMMUNICATIONS WORKING GROUP

Members are reminded that at the last meeting of this committee it was agreed that a Communications Working Group would be established, to raise the profile of the Parish Council and to inform residents of the Council’s activities.

In view of this committee’s resolution, members are now asked to **CONSIDER** how to progress this matter.

6. RE-INTRODUCTION OF THE PARISH COUNCIL NEWSLETTER

Members are advised that at the Council meeting held in September 2015, the council resolved to conclude production of the newsletter. The primary reasons for this decision was the cost implications, inadequate content and it was suggested that the newly launched Parish Council website would negate the requirement for a newsletter.

Members are further advised that at the council meeting held on 28th June 2018, it was resolved that this committee would further investigate a proposal to re-introduce the newsletter, on a possible bi-annual basis. At the meeting of the Finance & Performance committee held on 18th September 2018, the budgetary implications of this project were considered. After a vote, it was resolved that the re-introduction of the newsletter could be pursued by this committee.

In the furtherance of this project, Members are now asked to **CONSIDER** the following aspects of this proposal:

- the means and method of distribution.
- Schedule.
- Advertisement.
- Content: regular and one-off articles.
- Budgetary parameters.
- Any other suggestions.



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7. MASCOT TO PROMOTE THE COMMUNITY BUS SERVICE 

The Chairman of the Community Bus Service will now address Members on this proposal. Members are now asked to **CONSIDER** and **COMMENT** on this.

8. IMPROVEMENT OF THE PARISH COUNCIL WEBSITE 

Members are reminded that Chigwell Parish Council maintains a website to raise the profile of the Parish Council and to inform residents of the Council's activities. Members are further reminded that at the meeting held on 20th September 2018 it was agreed that this committee would discuss the content and layout of the website. In view of this committee's approved Mission Statement,

"This Committee will establish a two-way communicative relationship with residents. The purpose of which is to promote the activities of the Parish Council, ensure transparency and align these endeavours with those of the community."

Members are now asked to **CONSIDER** the alteration of the content and layout of the website.

9. POLICING & SECURITY IN CHIGWELL

Members are reminded that at the committee meeting held on 20th September 2018, it was agreed that this matter would be discussed at the next meeting.

The Chairman will now address members on this subject.

Members are now asked to **COMMENT** on this.

10. MEDIA POLICY

Members are reminded that at the previous meeting of this committee it was agreed this matter would be considered at a subsequent meeting. The Chairman will now address members on this subject.

Further, in view of this committee's approved Mission Statement:

"This Committee will establish a two-way communicative relationship with residents. The purpose of which is to promote the activities of the Parish Council, ensure transparency and align these endeavours with those of the community."

Members are now asked to **COMMENT** on this.



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11. 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.

12. DATE OF NEXT MEETING 

Members are reminded that the next meeting of this committee is presently scheduled for 24th January 2019, at 6pm. Members are now asked to **CONSIDER** the adjustment of this date.

13. 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