



18<sup>th</sup> January 2019

## 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 24<sup>th</sup> JANUARY 2019** 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**

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### 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 13<sup>th</sup> December 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. MEDIA POLICY



Members are reminded that at the previous meeting of this committee this matter was considered, and it was resolved that an appropriate Media Policy would be drafted by the Clerk. The purpose of the strategy outlined in this document is to define and regularise the roles and responsibilities within the Parish Council for engaging with the various media organisations which publish information.

Members are now asked to **CONSIDER** and **APPROVE** the draft policy document as shown at **Appendix 1**.

#### 6. NEWSLETTER ADVERTISING POLICY



Members are reminded that at the previous meeting of this committee it was resolved that the Parish Newsletter would be produced on a bi-annually basis and that an appropriate Newsletter Advertising Policy would be drafted by the Clerk, to be considered at a subsequent meeting. This draft policy is intended to describe the approach the Parish Council will take in accepting clients wishing to advertise in this publication and standardise the content of the respective adverts.

Members are now asked to **CONSIDER** and **APPROVE** the draft policy document as shown at **Appendix 2**.

#### 7. PARISH COUNCIL NEWSLETTER

Members are reminded that at the meeting held on 13<sup>th</sup> December 2018, it was resolved that a Parish Newsletter would be produced bi-annually. The first edition will be published in May 2019 and the second will be published in December. Members are further reminded that it was resolved to organise a ‘Launch’ event in support of the Parish Newsletter and to further consider the content and schedule of the newsletter.

Members are now asked to **CONSIDER** and **APPROVE** an appropriate course of action.



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**8. 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 **COMMENT** on this.

**9. FORMULATION OF A COMMUNICATIONS WORKING GROUP** 

Members are reminded that at the previous 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. A letter has now been drafted and is tabled, inviting the Chairmen of an agreed assortment of resident associations to serve as members of this group.

Members are now asked to **CONSIDER** and **APPROVE** this letter.

**10. 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.

**11. DATE OF NEXT MEETING** 

Members are reminded that the next meeting of this committee is presently scheduled for 21<sup>st</sup> March 2019, at 6pm. Members are now asked to **CONSIDER** the adjustment of this date.

**12. 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 is one confidential item to be considered.**

Anthony Belgrave  
Clerk to the Council