

To all members of the Communications and Policies Committee

Notice is hereby given and you are summoned to attend a meeting of the Communications and Policies Committee on 26 October 2015 in the John Heggadon meeting room, commencing 19.30 hrs.

Mrs S E Roberts, Clerk  
16 October 2015.

**Members:** Cllrs J Greenway, C Hughes, P Hughes, C Moore, I Montgomery, D Peer.

## Agenda

### 1. Public questions

To receive and consider public questions and comment.

### 2. Apologies and declarations of members' interests

2.1 To receive and consider approval of apologies for absence;

2.2 To receive members' declarations of interest.

### 3. Minutes

3.1 To approve the minutes of 7 September 2015 as a correct record of the meeting (attached)

3.2 To consider matters arising from the minutes, including:

- Approval of revised draft Publication Scheme and Complaints procedure for the Council (attached);
- Update on draft record management policy (to follow);
- Update on social media policy (to follow).

### 4. Shinfield Parish Council Website

4.1 To receive and consider the 3 quotes received for development of the council's website (attached)

4.2 To agree which supplier should be recommended for appointment

### 5. Local Council Award Scheme

5.1 To receive an update on the Council's Foundation status

5.2 To consider the documentation required for the Council's submission, including:

- Community engagement statement
- Consultation strategy
- Training policy for new staff and councillors
- Council's action plan for the year

5.3 To receive and approve the Council's draft health and safety policy (attached)

**6. Marketing of the Parish Hall**

To consider how the Parish Hall should be marketed in the future

**7. Correspondence**

To receive and consider correspondence items, if any.