

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 1 August 2016 in the John Heggadon meeting room, commencing 19.30 hrs.

Mrs S E Roberts, Clerk
25 July 2016.

Members: Cllrs J English, J Greenway, C Hughes (Ch), A Masood, C Moore, D Peer.

Agenda

1. Public questions

- 1.1 To receive and consider public questions and comment.

2. Cooption

- 2.1 To approve the co-option of Cllr Gordon Hewett onto the committee

3. Apologies and declarations of members' interests

- 3.1 To receive and consider approval of apologies for absence;
3.2 To receive members' declarations of interest.

4. Minutes

- 4.1 To approve the minutes of 19 May 2016 as a correct record of the meeting - attached.
4.2 To consider matters arising from the minutes, to include:
- committee's revised terms of reference (attached)
 - policies for approval
 - current media protocol (attached)
 - revised draft Social Media policy (attached)
 - revised draft Document Retention policy (attached)
 - draft Community Engagement policy (attached)
 - gazebo design for approval
 - future councillor surgeries
 - Volunteers event (18 November 2016)
 - Newsletter
 - Spencers Wood Carnival: 2016 event

5. Spencers Wood Carnival

- 5.1 To approve the format and arrangements, including manning, for the parish council's stall for 2016
5.2 To consider options for 2017

6. Parish Council website

6.1 To receive an update on the website

7. Correspondence

7.1 To receive and consider correspondence items, if any.