



Stainland and District Parish Council 1st Events & Communications Committee Agenda

25th September 2019

To all members of the Stainland and District Parish Council Communications Committee:- You are hereby summoned to attend the 1st meeting of Stainland and District Parish Council Events & Communications Committee in Stainland Library on Wednesday 2nd October 2019 at 6.30pm for the purpose of transacting the following business.

J Goldthorpe (Clerk)

	Item
19.EC1.1	Election of Chair of the Events & Communications Committee (a) To elect a Chair of the meeting for the purposes of transacting item 1(b) of the agenda (b) To elect a Chair of the Events & Communications Committee for the 2019/2020 municipal year
19.EC1.2	Apologies and Reasons for Absence and Lateness To receive apologies and approve any reasons for absence presented to the Council
19.EC1.3	To accept the minutes of the 1 st Communications Committee meeting of Stainland and District Parish Council held on Wednesday 26 th September 2018 a) for the Chair to sign & date the previous minutes
19.EC1.4	Public Participation Session
19.EC1.5	To receive Parish Councillors' declarations of interest.
19.EC1.6	To agree the format for the Go Local article for the October edition.
19.EC1.7	To ensure the Parish Council meets the Public Sector Bodies (websites & Mobile Applications) Accessibility Regulations 2018.
19.EC1.8	To review the draft Terms of Reference for the Committee
19.EC1.9	To discuss the setting up of dedicated email address for all Parish Councillors
19.EC1.10	To discuss changing the website hosting company
19.EC1.11	To review the access & placement of the Notice Boards within the district.
19.EC1.12	To discuss the use of electronic calendars for the Parish Councillors
19.EC1.13	To discuss the possibility of moving meeting venues within the Parish.
19.EC1.14	To discuss the production of a leaflet / flyer advising of the Parish Council's powers
19.EC1.15	To discuss the production of a leaflet / flyer for the upcoming skip placement project
19.EC1.16	To review the website and social media content and use and possible areas for development
19.EC1.17	To agree Agenda items for the next meeting
19.EC.181	To agree a date and time for the next meeting