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NOTICE IS HEREBY GIVEN that a meeting of the Communications Committee is to be held **Monday 1st August at 6.15pm** in the Valley Ridge Community Centre.

The business to be transacted at this meeting is set out below.

D Meir

Kippax Parish Council Clerk & Proper Officer

Tuesday 26th July 2022

AGENDA

021/CM/2223. Apologies

- a. To note apologies received and approve any reasons for absence

022/CM/2223. To Note any Declarations of Interest

- a. To note declarations of interest not already declared under members code of conduct or members register of disclosable pecuniary interests
- b. To approve dispensation requests

023/CM/2223. Public Participation

Members of the public who wish to speak regarding an item within the remit of the Communications Advisory Committee may do so.

PLEASE NOTE: Total time limit for this item is 15 minutes.

024/CM/2223. Meeting of Communications Committee held 4th July 2022

- a. To approve minutes of the meeting of Communications Committee held 4th July 2022 as a true and accurate record of that meeting

025/CM/2223. Kippax Matters Magazine

- a. To receive an update on the problems with the delivery of the magazine and agree any further actions.
- b. To receive an update on Probus and agree any further actions
- c. To consider and approve what to do with left over copies of the magazine
- d. To consider reducing the quality of the paper used to print the magazine
- e. To consider and approve alternative quotes for the printing of the magazine
- f. To receive an update on advertising income received and agree any actions.
- g. To receive a list of confirmed advertisers for the September magazine and confirm the process for agreeing advertisements.
- h. To receive a report on the Kippax Matters Magazine from the Editorial Team and agree any actions

- i. To review and confirm the process for reviewing and approving the magazine and any changes that can be made after approval.
- j. To consider and approve any restrictions to be imposed on free advertising.
- k. To approve the revised terms of reference for the Magazine Editorial Team with any amendments agreed under items i. and j.

026/CM/2223. Longer walks booklet

- a. To receive an update on the longer walks booklet and agree any actions

027/CM/2223. Village Calendar

- a. To consider and approve the alternative quotes for the printing of the calendar
- b. To review the photographs submitted for the calendar and approve which are to be included in the calendar

028/CM/2223. Communication Strategy

- a. To consider how to improve non-digital communications strategy and agree any actions

029/CM/2223. Environmental Impact

- a. To consider the proposals on how to reduce paper used by the committee and agree any actions

030/CM/2223. Next Meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
- b. To confirm date of next meeting of Communications Committee as Monday 5th September 2022 at 6.15pm