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NOTICE IS HEREBY GIVEN that a meeting of the Communications Committee is to be held **Monday 5th September 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 30th August 2022

AGENDA

036/CM/2223. Apologies

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

037/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

038/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.

039/CM/2223. Meeting of Communications Committee held 1st August 2022

- a. To approve minutes of the meeting of Communications Committee held 1st August 2022 as a true and accurate record of that meeting

040/CM/2223. Extraordinary meeting of Communications Committee held 15th August 2022

- a. To approve minutes of the extraordinary meeting of Communications Committee held 15th August 2022 as a true and accurate record of that meeting

041/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 receive the quantity of magazines distributed to each postie and the number of left-over copies and approve any actions

- d. To consider reducing the quality of the paper used to print the magazine
- e. To approve the increase in cost of £200 for printing the September magazine
- f. To consider and approve alternative quotes for the printing of the magazine
- g. To receive an update on advertising income received and agree any actions
- h. To receive a report on the Kippax Matters Magazine from the Editorial Team and agree any actions
- i. To consider and approve any requests for free advertising in the December Magazine
- j. To consider whether to impose any restrictions on what advertisements will be accepted for the magazine and amend the Editorial Teams terms of reference accordingly.
- k. To consider the format of the magazine and agree any actions

042/CM/2223. Longer walks booklet

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

043/CM/2223. Village Calendar

- a. To consider the quote for the printing of the calendar and make recommendation to full council
- b. To consider the price to charge for the calendar and make recommendation to full council
- c. To consider whether to provide a free copy to posties and make recommendation to full council
- d. To review and approve the calendar proof and agree any further actions

044/CM/2223. Communication Strategy

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

045/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 3rd October 2022 at 6.15pm