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**NOTICE IS HEREBY GIVEN** that a meeting of the Communications Advisory Committee is to be held **Monday 5 October at 6.30pm** using Zoom digital platform (joining details are below)

**JOIN THE MEETING:**

<https://us02web.zoom.us/j/84277630452>

**Meeting ID: 842 7763 0452**

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

*M Eyre*

**Kippax Parish Council Proper Officer**

**Monday 28 September 2020**

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**AGENDA**

**036/2020. Apologies**

a) To note apologies received and approve any reasons for absence

**037/2020. 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

**038/2020. 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.

**039/2020. Meeting of Communications Advisory Committee held 7 September 2020**

- a) To approve minutes of the meeting of Communications Advisory Committee held 7 September 2020 as a true and accurate record of that meeting

**040/2020. Communications Committee Administration**

- a) To consider the Communications Committee Terms of Reference and recommend to full council for approval
- b) To consider the Media Policy and recommend to full council for approval

**041/2020. Kippax Matters Magazine**

- a) To receive an update on the Kippax Matters Magazine including advertising

**042/2020. Village Calendar**

- a) To receive an update on printing of the calendar
- b) To consider the distribution outlets for the calendar

**043/2020. Active Kippax Guide**

- a) To receive an update on the Active Kippax Guide and consider the way forward

**044/2020. Christmas Card Competition**

- a) To receive an update on the Christmas Card competition and consider the way forward

**045/2020. 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 Advisory Committee as 2<sup>nd</sup> November 2020 at 6.30pm