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Minutes of the meeting of the Communications Committee held Monday 6th June at 6.15pm in the Valley Ridge Community Centre.

**Approved at the Communications Committee meeting held on Monday 4<sup>th</sup> July**

**Present:** Councillor D McEwan, Councillor J Mawson, Councillor H. Richardson, J. Bate, V. Laycock and D. Meir (Clerk)

**001/CM/2223. Election of Chairman and Vice Chairman**

- a. To receive nominations and elect a Chairman  
Councillor Eyre was nominated and elected as Chairman
- b. To receive nominations and elect a Vice-Chairman  
Councillor McEwan was nominated and elected as Vice Chairman

**002/CM/2223. Apologies**

- a. To note apologies received and approve any reasons for absence  
Apologies were received from Councillor Eyre and **it was resolved** to approve the reason for absence.

**003/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  
None
- b. To approve dispensation requests  
None

**004/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.

None present

**005/CM/2223. Meeting of Communications Committee held 7<sup>th</sup> March 2022**

- a. To approve minutes of the meeting of Communications Committee held 7<sup>th</sup> March 2022 as a true and accurate record of that meeting  
**It was resolved** to approve the minutes of the meeting of Communications Committee held 7<sup>th</sup> March 2022 as a true and accurate record of that meeting

**006/CM/2223. Kippax Matters Magazine**

- a. To receive an update on the Kippax Matters Magazine including advertising and agree any actions  
The June edition has been distributed and the invoices have been issued and one advertiser has said that they had not wanted to be in the magazine. **It was resolved** to cancel their invoice. A second advertiser queried the amount charged. **It was resolved**

that the correct amount had been charged for the advert provided but it had been charged for wrongly in the past. V Laycock will clarify what advert is required for the next edition. **It was resolved** that for future editions the editorial team will send an email to advertisers confirming what advert they have asked for and the charge for it before it goes to print. Clerk to check the bank statement when it arrives to see if the outstanding amount from the March edition has been paid.

- b. To consider the terms of reference for the Magazine Working Group and agree any actions

V Laycock will check her records for previously agreed terms of reference and circulate to the committee members. To be reviewed at the next meeting.

**007/CM/2223. Longer walks booklet**

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

This has been delayed because Councillor McEwan has been working on the shorter walks booklet which is being produced by LCC to address health issues. A copy of the shorter walk's booklet was shared with the Committee Members for information. The longer walks have been created but the booklet needs to be put together.

**008/CM/2223. Village Calendar**

- a. To consider the arrangements for the production of this year's village calendar and agree any actions.

The request for photographs has been put on social media and in the Magazine. **It was resolved** to offer sponsorship of a month in the magazine by individuals, community groups or businesses for £20 again, which will be advertised on social media.

**009/CM/2223. Communication Strategy**

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

The use of posters and banners for the Jubilee events worked well. To carry forward to the next meeting for further discussion.

**010/CM/2223. Next Meeting**

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting

None

- b. To confirm date of next meeting of Communications Committee as Monday 4th July 2022 at 6.15pm

**It was resolved** to confirm date of next meeting of Communications Committee as Monday 4th July 2022 at 6.15pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_