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Minutes of the meeting of the Communications Committee held Monday 4th July at 6.15pm in the Valley Ridge Community Centre.

**Approved at the Communications Committee meeting held on Monday 1<sup>st</sup> August**

**Present:** Councillor M. Eyre, Councillor D McEwan, Councillor J Mawson, Councillor H. Richardson, J. Bate and V. Laycock

**011/CM/2223. Apologies**

- a. To note apologies received and approve any reasons for absence  
Apologies were received from D. Meir (Clerk) and **it was resolved** to approve the reason

**012/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

**013/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

**014/CM/2223. Meeting of Communications Committee held 6<sup>th</sup> June 2022**

- a. To approve minutes of the meeting of Communications Committee held 6<sup>th</sup> June 2022 as a true and accurate record of that meeting  
**It was resolved** to approve the minutes of the meeting of Communications Committee held 6<sup>th</sup> June 2022 as a true and accurate record of that meeting.

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

- a. To receive a report on the problems with the delivery of the magazine and agree any actions.  
**It was resolved** that Joy would ask the Butt Hill posties how many they do not deliver due to some houses only having back door letter boxes
- b. To receive an update on Probus and agree any further actions  
**It was resolved** that Joy will ask Probus if they want anything in the next magazine as they have not been in contact with the editors yet.

- c. To receive any other updates on the Kippax Matters Magazine including advertising and agree any actions  
The cost of printing the magazine might increase but nothing has been received from the printers yet.
- d. To consider the draft terms of reference for the Magazine Editorial Team and agree any actions  
**It was resolved** to approve the term of reference subject to an amendment that Committee members will be sent a copy of the magazine to be read and agreed straight away.

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

- a. To receive an update on the longer walks booklet and agree any actions  
**It was resolved** to recommend to full council to approve the quote of £1,328 to produce 4000 copies of the longer walk booklet

**017/CM/2223. Village Calendar**

- a. To receive an update on the village calendar and agree any actions.  
Only 18 photographs have been received so **it was resolved** to promote it more on social media. The deadline for entries is 31<sup>st</sup> July.

**018/CM/2223. Communication Strategy**

- a. To consider how to improve non-digital communications strategy and agree any actions  
No action to report

**019/CM/2223. Environmental Impact**

- a. To consider the environmental impact of the work of the Committee and agree any actions  
Councillor Richardson will do a briefing note with ideas on how to reduce paper use for the next meeting

**020/CM/2223. Next Meeting**

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
- To consider what to do with leftover copies of the magazine
- b. To confirm date of next meeting of Communications Committee as Monday 1st August 2022 at 6.15pm  
**It was resolved** to confirm the date of the next meeting of the Communications Committee as Monday 1st August 2022 at 6.15pm

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