



[www.kippax-pc.gov.uk/](http://www.kippax-pc.gov.uk/)

Minutes of the Newsletter Committee Meeting held Monday 5<sup>th</sup> August at 7pm in the Valley Ridge Community Centre.

**To be approved at the Newsletter Committee meeting to be held on Monday 2<sup>nd</sup> September 2024**

**Present:** Councillor M. Eyre, Councillor D. Martin, Councillor G. Pearson and D. Meir (Clerk)

**001/NL/2425 Chairman and Vice Chairman:**

- a. To receive nominations and elect a Chairman.  
**It was resolved to elect Councillor D. Martin as Chairman**
- b. To receive nominations and elect a Vice-Chairman  
**It was resolved to elect Councillor G. Pearson as Vice-Chairman**

**002/NL/2425. Apologies:**

- a. To note apologies received  
**None**
- b. To approve any reasons for absence  
**None**

**003/NL/2425. To Note any Declarations of Interest:**

- a. To note declarations interests not already declared under members code of conduct or members register of disclosable pecuniary interests.  
**None**
- b. To approve dispensation requests.  
**None**

**004/NL/2425. Public Participation**

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

**PLEASE NOTE:** Total time limit for this item is 10 minutes.

**None**

**005/NL/2425. Newsletter**

- a. To consider and approve the name of the newsletter as The Kippax Voice  
**It was resolved to approve the name of the newsletter as The Kippax Voice**
- b. To consider and approve the email address name as kippaxvoiceinfo  
**It was resolved to approve the email address name as kippaxvoice@kippax-pc.gov.uk**
- c. To consider and approve the frequency and dates for publication of the newsletter  
**It was resolved to approve the publication of the newsletter every three months in mid-October, mid-January, mid-April and mid-July**
- d. To consider and approve the format and content to be included in the newsletter  
**It was resolved to approve the format and content for the 8-page newsletter**

- e. To consider whether to include advertising in the newsletter and approve the charges for it.  
**It was resolved not to include advertising in the newsletter**
- f. To appoint members to the working group to manage the editing and distribution of the newsletter.  
**It was resolved to appoint Councillor M. Eyre, Councillor D. Martin, Councillor G. Pearson as members of the working group to manage the editing and distribution of the newsletter.**
- g. To appoint members to manage the email communications for the newsletter  
**It was resolved to appoint Councillor M. Eyre, Councillor D. Martin, Councillor G. Pearson and the Clerk to manage the email communications for the newsletter.**
- h. To consider and approve where to distribute the newsletter and the quantity to be printed  
**It was resolved to distribute 20 copies to the Library and Community Pantry, 10 copies to the Co-op, Post Office and Leisure Centre, and 5 copies to JJ's Corner Café, Sunrise Chinese takeaway, Happy Kitchen and Station Road News.**  
**It was resolved to print a total of 100 copies of the first edition and to review the quantity required for the second edition.**
- i. To consider and approve quotes for printing the newsletter.  
**It was approved ordering from digitalprinting.co.uk up to a cost of £100.**
- j. To consider and approve knit and natter as the first local group to showcase in the newsletter  
**It was resolved to approve knit and natter as the first local group to showcase in the newsletter**
- k. To consider and approve which local groups to approach to showcase in future editions of the newsletter  
**To carry forward to the next meeting**

**006/NL/2425. Next meeting**

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
  - **Review the Newsletter**
- b. To confirm the date of next meeting of the Newsletter Committee  
**It was resolved to confirm the date of the next meeting of the Newsletter Committee as Monday 2<sup>nd</sup> September at 7:15pm**