

## CHAPEL-EN-LE-FRITH PARISH COUNCIL

### Minutes of the Meeting of the Communications Committee held on 29 September 2020 at 19.00 hours Virtual Meeting held on Zoom

**Present:** Councillors J Adshead (late), T Dales, L McCarthy, C Sizeland and Mrs S Walters

**In Attendance:** Mrs SE Stockdale – Clerk to the Council  
Councillor N Gourlay

**Apologies:** Councillor P Bann

There were five members of the public present.

Those present in the meeting were informed that the meeting was being recorded and may be shared on social media platforms.

#### **21/92 Election of Chairman**

Councillor McCarthy proposed and Councillor Sizeland seconded that Councillor Dales be elected as Chairman.

**RESOLVED:** That Councillor Dales be elected as Chairman of the Communications Committee until the next Annual Meeting of the Council.

#### **21/93 Public Speaking**

There were no members of the public who indicated that they wished to speak.

#### **21/94 Terms of Reference**

The following amendments were made:

- The quorum for the Committee should reflect the Councils Standing Orders
- That the live streaming of Council meetings will be facilitated within an agreed budget
- That the Committee will meet four times a year as a minimum
- Any quotes made to the press by individual members will not be made on behalf of the Council.

The amended Terms of Reference are attached to these minutes.

**21/95 Walk leaflets and Interpretation Boards**

Members were provided with copies of the walk leaflets and Interpretation Boards which have been produced with the Chapel Community Group and funded by High Peak Borough Council through a regeneration grant.

The walks will be available on the Councils website and also by using a QR code.

Councillor Walters asked the Council to formally write to Sandra Higgins to thank her for the work she has put into updating the walk leaflets.

Councillor Adshead joined the meeting at 19.30 hours

**21/96 Welcome Pack**

It was agreed that this will be an agenda item for the next meeting when members have had a chance to review the existing document.

**21/97 Social Media Policy**

It was agreed that this will be an agenda item for the next meeting and the Clerk was asked to provide some examples of other Councils policies.

It was agreed that the use of social media by staff be added to the policy.

It was agreed that website accessibility be an agenda item for the next meeting.

**21/98 Newsletter**

It was agreed that the Council should look to engage with the local community to see what they would like to see in the newsletter. It was suggested that local opinion be sought through the Councils Facebook page and presented to the next meeting.

This could include the advertising of community events alongside Council news, which members of the public would be able to send to the Council via a dedicated email address.

The Committee also considered setting up a Zoom surgery to seek views from the community.

Members will be supplied with a copy of the last newsletter.

**21/99 Press Releases**

It was agreed that press releases will continue to be issued following Full Council meetings.

**21/100 Date of next meeting**

Wednesday 18 November 2020 at 7pm via Zoom.

The Chairman thanked the members of the public for attending the meeting.

There being no further business the Chairman declared the meeting closed at 20.00 hours.

CHAIRMAN