

**CHAPEL-EN-LE-FRITH PARISH COUNCIL****Minutes of the Meeting of the Communications Committee held on  
14 January 2014, at the Town Hall, Chapel-en-le-Frith.**

**Present:** Councillor G Martin in the Chair  
Councillors Mrs M Morrison and Mrs J Street

**In Attendance:** Mrs SE Stockdale – Clerk to the Council  
Councillor J Brook

**Apologies:** Councillors RN Bradbury and M Smith

**14/311                      Newsletter**

It was agreed that the newsletter be deferred until February due to the Neighbourhood Plan newsletter going out in January.

It was agreed that the following items be considered for the newsletter in February:

- Update on the Neighbourhood Plan process
- Dove Holes Station sign
- Walking Leaflets
- Changes to allow public speaking at Planning Committee Meetings

The costs of delivery of the Neighbourhood Plan newsletter to households in the Parish was £32 per 1,000 if it was delivered with another leaflet and the cost of printing 1,000 black and white copies was £87.50. The Clerk was asked to obtain a cost for colour copies.

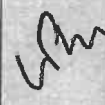
It was agreed that this be considered further at the next meeting when all the cost implications have been investigated.

**14/312                      Website**

There is a link to the Neighbourhood Plan website on the Parish Council website together with information on how to respond to the Plan and details of the Open Days.

The number of hits on the website current stands at 40,880.

Links to Visit Peak District and the Peak National Park will be activated.

CHAIRMAN:  
INITIALS

**14/313**

**Press**

Members were concerned that the Buxton Advertiser coverage of the Neighbourhood Plan has not been as extensive as hoped and it was agreed that press coverage be monitored, following the new regime for the issuing of press releases.

There being no further business the Chairman declared the meeting closed.

**CHAIRMAN**

CHAIRMAN'S  
INITIALS



**CHAPEL-EN-LE-FRITH PARISH COUNCIL****Minutes of the Meeting of the Communications Committee held on  
26 March 2014, at the Town Hall, Chapel-en-le-Frith.**

**Present:** Councillor M Smith in the Chair  
Councillors RN Bradbury, G Martin, Mrs M Morrison and  
Mrs J Street

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

**Apologies:** None

**14/389 Newsletter Distribution**

Following the decision taken at the March Full Council Meeting not to deliver the newsletter to all households on the grounds of cost, it was agreed that the Committee would investigate the costs further and seek to add this to the 2014/15 budget.

Councillor Mrs Morrison joined the meeting.

**14/390 Reporting from Council Meetings**

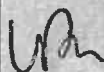
It was agreed that the reporting in the Buxton Advertiser is still not satisfactory and the Clerk reported that they had not been in contact as arranged following the last Council meeting.

It was suggested that at the end of the Full Council meetings the members could agree on a minimum of three items that had been discussed during the meeting for which press releases would be issued.

Councillor Bradbury indicated that he would be happy to write the press releases on the condition that he passed them onto the Buxton Advertiser.

Members were concerned that press releases should be sent in an electronic format from the Clerk and not an individual member. This was partly to protect members and also to follow correct procedure.

Councillor Smith proposed and Councillor Martin seconded a motion that the Council select items at the end of Full Council meeting for which press releases will be written by the Clerk and authorised for sending to the Buxton Advertiser by the Chairman of the Communications Committee.

CHAIRMAN'S  
INITIALS

Councillor Martin requested a recorded vote.

For  
Councillor Smith  
Councillor Bradbury  
Councillor Martin  
Councillor Mrs Morrison  
Councillor Mrs J Street

**14/391                      WW1 Commemorative Exhibition**

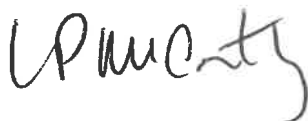
It was agreed that the Communications Committee would organise an exhibition in October 2014 to be held in the Annexe of the Town Hall. It was agreed that the local branch of the British Legion and the High School may be able to assist with this.

**14/392                      Date of Next Meeting**

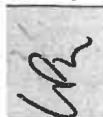
The date of the next meeting was arranged for 14 May 2014 at 10am.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN



CHAIRMAN'S  
INITIALS



## CHAPEL-EN-LE-FRITH PARISH COUNCIL

**Minutes of the Meeting of the Communications Committee held on  
11 June 2014 at the Town Hall, Chapel-en-le-Frith.**

**Present:** Councillors RN Bradbury, G Martin, M Smith and  
Mrs J Street

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

**Apologies:** Councillor Mrs M Morrison

### **15/73 Election of Chairman**

Councillor Martin proposed and Councillor Mrs Street seconded that  
Councillor Smith be elected as Chairman.


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

### **15/74 Newsletter**

It was agreed that the following items should be included in summer 2014  
newsletter:-

- Chairman and Vice Chairman
- WW1 Exhibition
- Annual Report
- Welcome Pack
- Parish Clerk – 20 years
- Council supporting local residents
- Neighbourhood Plan update
- Tourist information
- A6 bypass signage
- Around the Parish to include:-
- Buildings in the Conservation Area
- Eccles Pike Car Park
- Whitehough improvements
- Paths and knotweed removal in the Memorial Park
- Planting of poppies around the Parish

CHAIRMAN'S  
INITIALS



**15/75 Website**

Details of hits on the website are attached to these minutes.

**15/76 WW1 Centenary Exhibition**

It was agreed that an exhibition entitled Chapel Parish 14 – 18 be held on 17<sup>th</sup> – 19<sup>th</sup> October 2014 with photos and artefacts from WW1.

It was agreed that a request for photos that could be borrowed and scanned for the exhibition and artefacts be placed in the newsletter. Any artefacts that are donated for the exhibition would need to be displayed in a secure way.

A number of photos have already been sourced together with some artefacts. Extracts from the Parish Council minutes are being researched together with other items.

**15/77 Date of Next Meeting**

9 July 2014 at 10.00am to discuss the exhibition only.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN



10/6/14

Visits to the Parish council website @ 24/7/2014		Started in 2003, some pages are later additions
Web Page	Visits	Notes
Allotments	1183	
Annual Parish Meeting	1779	
Annual Report & Accounts	442	
Charities	551	
Community Awards	250	Once a year event
Core Strategy Page	835	
Councillors & Wards	1953	
Declarations of Interest	268	
Disclaimer & Copyright	346	
Dove Holes Village Plan	2783	Not on website, hard copy only available now
<b>Family History Message Board</b>	<b>3163</b>	
Feedback email link	537	
Freedom of Information Act	503	
Friends of Chapel Station	1695	
Friends of the Memorial Park	1137	Now a link to their new website
<b>Full Council Minutes</b>	<b>5634</b>	Updated every month
Historical Snippets	3296	
<b>Hot Off the Press</b>	<b>3678</b>	This is the most frequently updated page
Meeting Dates	749	
Neighbourhood Plan Consultation Doc.	0	Separate Website
Outside Bodies	730	
Parish Council Properties	1583	
<b>Parish History</b>	<b>4232</b>	
Partnerships	919	
Pictorial Map of Parish	1865	
<b>Planning Minutes</b>	<b>6759</b>	Updated every month
Regeneration Minutes	446	Only until HPBC withdrew, now a Council Committee
Services	1013	
Town Hall	2512	
Useful Links	1684	
Walks in the Area	770	New web page late 2013
War Memorial and Inscriptions	2528	
What's on for Young People	1629	
<b>What's on in Chapel</b>	<b>5104</b>	
<b>Main Page</b>	<b>43,543</b>	
<b>Total visits to the website</b>	<b>106099</b>	
Surprisingly the Planning Committee Minutes have the most visits, followed by the Full Council Minutes		
What's On in Chapel and Hot Off the Press have a good following.		
Very surprising is the Parish History page which has not been updated for many years.		
If you find any errors on the web pages, please contact either the Clerk or Cllr. Guy Martin		

CHAIRMAN'S INITIALS



19/6/14

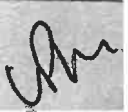
Visits to the Parish council website @ 21/4/2014 Started in 2003, some pages are later additions

Web Page	Visits	Notes
Planning Minutes	6759	
Full Council Minutes	5634	
What's on in Chapel	5104	
Parish History	4232	
Hot Off the Press	3678	
Historical Snippets	3296	Once a year even
Family History Message Board	3163	
Dove Holes Village Plan	2783	
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Town Hall	2512	
Councillors & Wards	1953	Not on website, hard copy only available now
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Neighbourhood Plan Consultation Doc.	0	
<b>Main Page</b>	<b>43,543</b>	
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Surprisingly the Planning Committee Minutes have the most visits, followed by the Full Council Minutes  
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If you find any errors on the web pages, please contact either the Clerk or Cllr. Guy Martin

CHAIRMAN'S INITIALS





## CHAPEL-EN-LE-FRITH PARISH COUNCIL

**Minutes of the Meeting of the Communications Committee held on  
8 July 2014, at the Town Hall, Chapel-en-le-Frith.**

**Present:** Councillor M Smith in the Chair  
Councillors RN Bradbury, G Martin, Mrs M Morrison and  
Mrs J Street

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

**Apologies:** None

### **15/104 WW1 Exhibition**

The dates for the exhibition were confirmed as Friday 26 September to  
Sunday 28 September 2014.

The following was agreed:

#### **POSSIBLE MATERIAL FOR DISPLAY**

- Names on the War Memorial, plus a 'book' giving details of each soldier
- Rolling Video Display, with photos and documents
- Council Meetings and business conducted during 1914 -18
- Dove Holes War Memorial information
- British Legion – archives, artefacts and loan of Standards
- Chapel in the time of the Great War - Selected photos and  
accompanying text from 'Chapel-en-le-Frith in Old Picture Postcards'
- Eye Witness Accounts from 1<sup>st</sup> World War diary
- Civic Society archive material
- Research history of naming of Chapel streets after WW1

CHAIRMAN'S  
INITIALS

- Railway/Victoria Cross pictures from Leander
- School children to make poppies/art work to accompany First World War poems
- Artefacts to be requested from member of the public
- Archive material donated by family of Acting Sergeant James Heyworth DCM
- Artefacts to be donated by Councillor Mrs Street

**PUBLICITY**

- A4 posters to be distributed in shops etc, asking for people in the town to loan/contribute material for the exhibition.
- A4 posters using same image to advertise the exhibition (from 1<sup>st</sup> week in September)
- Large banner advertising the exhibition (to hang on front of Town Hall)

**DISPLAY**

- Union Jack bunting for annexe and front of Town Hall
- Display boards with text and photographs
- 'Secure' display area for documents, medals, artefacts etc

**DIARY DATES**

21<sup>st</sup> July

- Preliminary preparation of display material for next meeting

22<sup>nd</sup> August

- Meeting to discuss the set up for the Exhibition

25<sup>th</sup> August

- Date for distribution of posters advertising exhibition

**GRANTS**

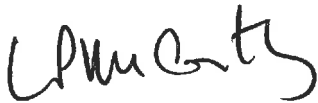
The Clerk will make an application for grant funding to High Peak Borough Council and Derbyshire County Council.

**15/105                      Date of Next Meeting**

The date of the next meeting was arranged for 22 August 2014 at 10am.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN



## CHAPEL-EN-LE-FRITH PARISH COUNCIL

### Minutes of the Meeting of the Communications Committee held on 28 October 2014 at the Town Hall, Chapel-en-le-Frith.

**Present:** Councillor M Smith in the Chair  
Councillors RN Bradbury, G Martin and Mrs M Morrison.

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

**Apologies:** Councillor Mrs J Street

#### 15/228 Great War Exhibition

The Chairman thanked all the members of the committee, together with Beryl Martin and Peter Goddard, for their contribution towards the exhibition which was very successful and attracted several hundred people, with a great amount of positive feedback from those who attended.

Also thanks were expressed to all those who lent artefacts for display.

The Clerk provided members with details of the costs of mounting the exhibition which were £506.62. A grant of £300 was received from High Peak Borough Council towards the costs.

Some of the information boards have been lent to the Parish Church in Dove Holes who are also holding an exhibition.

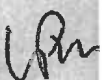
Councillor Martin is presently compiling a book detailing all those who served in WW1 and WW2 from the Parish Area.

#### 15/229 Newsletter

It was agreed that the following items should be included in winter 2014 newsletter:-

- Successful Great War Exhibition
- Neighbourhood Plan
- Diary dates
- Traffic speeds
- Town walkabout with High Peak Borough Council
- Chapel looking smarter
- Allotment prize winners

CHAIRMAN  
INITIALS



- Community award presentation
- Grants made to local organisations
- New Assistant Clerk
- Town Hall improvements
- Eccles Pike Car Park
- Combs Play Area drainage
- Walks leaflets

**15/230 Website**

The Clerk was asked to remind local organisations that they can provide information for the 'What's On' page of the website.

It was agreed that the last 6 months minutes be left on the website following a complaint from a member of the public.

**15/231 Date of Next Meeting**

The next meeting will be held in January 2015 and the Clerk will circulate a date to members of the committee.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN

*LPMA*

CHAIRMAN'S  
INITIALS

*LPMA*

## CHAPEL-EN-LE-FRITH PARISH COUNCIL

### Minutes of the Meeting of the Communications Committee held on 17 March 2015 at the Town Hall, Chapel-en-le-Frith.

**Present:** Councillor M Smith in the Chair  
Councillors RN Bradbury, G Martin, Mrs M Morrison and  
Mrs J Street

**In Attendance:** Mrs SE Stockdale – Clerk to the Council  
Councillor L McCarthy

**Apologies:** None

#### 15/397                      **Neighbourhood Plan Press Release**

The following Press Release was agreed:

Speaking at a meeting of Chapel-en-le-Frith Parish Council held shortly before approval of Chapel's Neighbourhood Plan by High Peak Borough Council and the Peak District National Park Authority, Cllr Mave Morrison, Chair of the Parish's Planning Committee, said, 'It is encouraging to note that Communities Secretary Eric Pickles recently ruled that Haddenham Parish Council's Neighbourhood Plan, which is due to be tested in a referendum, already has sufficient weight to prevent further approvals of large-scale planning applications in that parish before the referendum takes place.' Chapel Parish Council has agreed to call on Andrew Bingham M P to make the Secretary of State aware that Chapel's Neighbourhood Plan is at an even more advanced state than that at Haddenham. The Chapel plan is due to be tested in a referendum in July. The council strongly believes that no further large-scale planning applications should be approved in the parish in the period leading up to the referendum.

#### 15/398                      **Newsletter**

It was agreed that the following items should be included in spring 2015 newsletter:-

- Neighbourhood Plan update
- Diary dates
- Electrification of the Buxton rail line
- Proposal to move the traffic Police to Ripley
- Litter and Dog Fouling

CHAIRMAN'S  
INITIALS

*LR*

- Friends of the Park presentation
- WW1 & WW2 books
- Town Hall booking for events
- Precept
- Appointment of a new Vicar

**15/399 Website**

There was nothing to update from the previous meeting.

**15/400 Working Group to look at new website**

It was agreed that a new working group be set up at the Annual General Meeting to look at creating a new website. It was agreed that the Clerk and Assistant Clerk should be part of the working group.

Members of the Committee suggested that the new group should consider the following:

- Whether there should be a dedicated website for the Parish Council and a second website to promote the Parish and events
- There should be the capability of updating the website in house
- Promote more links to High Peak Borough Council, Peak National Park Authority and Derbyshire County Council
- The new website needs to be comprehensive and easy to navigate with a more up to date appearance.

**15/401 Date of Next Meeting**

16 June 2015 at 10am in the Annexe of the Town Hall.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN

*L. Price*

**CHAPEL-EN-LE-FRITH PARISH COUNCIL**

**Minutes of the Meeting of the Communications Committee held on  
16 June 2015 at the Town Hall, Chapel-en-le-Frith.**

**Present:** Councillors J Brook, G Martin and M Smith

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

**Apologies:** Councillors Mrs M Morrison and Mrs J Street

**16/59 Election of Chairman**

Councillor Martin proposed and Councillor Brook seconded that Councillor Smith be elected as Chairman.

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

**16/60 Newsletter**

It was agreed that the newsletter cover the Neighbourhood Plan Referendum only and be delivered to as many properties as possible within the Neighbourhood Area.

The text outlines the date of the Referendum and the question that will be asked together with a brief summary of how the Neighbourhood Plan came about.

Links regarding who is able to vote and the procedure are outlined. The newsletter will encourage residents to vote whilst being aware that the Council cannot promote a vote for or against.

It was agreed that the text be passed through the Election Officer at High Peak Borough Council to check that it wasn't contravening any regulations relating to the Referendum.

**16/61 Website**

The new Committee is meeting to consider the content of the Parish Council website and once this is running the existing website to be shut down.

**16/62 Date of Next Meeting**

CHAIRMAN'S  
INITIALS





A date in September to be confirmed.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN

CHAIRMAN'S  
INITIALS

AKB

## CHAPEL-EN-LE-FRITH PARISH COUNCIL

**Minutes of the Meeting of the Communications Committee held on  
15 September 2015 at the Town Hall, Chapel-en-le-Frith.**

**Present:** Councillor M Smith in the Chair  
Councillors G Martin and Mrs M Morrison

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

**Apologies:** Councillor Mrs J Street

175  
**16/184**                      **Newsletter**

It was agreed that the following items should be included in the autumn 2015 newsletter:-

- Neighbourhood Plan Referendum results
- Diary dates
- New Chairman and Vice Chairman
- Parish Play Areas
- Allotment Winners
- Dove Holes Hanging Basket sponsorship
- Grants
- Cuts to local services
- Community Award
- Diary dates

176  
**16/185**                      **Newsletter Distribution**

Following the one off distribution of the Neighbourhood Plan newsletter the Clerk reported that the cost of copying and delivering to the majority of Chapel-en-le-Frith and Dove Holes was £500.

The Committee agreed that the Council be asked to budget for 3 newsletter deliveries in 2016/17 and place £1,500 in the budget to cover this.

177  
**16/186**                      **Date of Next Meeting**

It was agreed that a date be fixed in February 2016 to produce the next newsletter for distribution in March 2016.

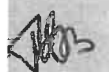
CHAIRMAN  
INITIALS

GAS

There being no further business the Chairman declared the meeting closed.

CHAIRMAN

CHAIRMAN'S  
INITIALS



## CHAPEL-EN-LE-FRITH PARISH COUNCIL

**Minutes of the Meeting of the Communications Committee held on  
24 February 2016 at the Town Hall, Chapel-en-le-Frith.**

**Present:** Councillor M Smith in the Chair  
Councillors G Martin, Mrs M Morrison and Mrs J Street

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

**Apologies:** None

### **16/355                      Newsletter**

It was agreed that the following items should be included in the spring 2016 newsletter:-

- Public Inquiry re Ban Hall Developments
- Diary dates
- Precept
- Planning enforcement
- DCC Consultations
- New website
- Booking the Town Hall
- Community Plan footpaths group
- Community Award
- Re-cycling
- Queens 90<sup>th</sup> Birthday celebrations

### **16/356                      Newsletter Distribution**

The F & GP Committee have agreed include funding of the newsletter distribution in the 2016/17 financial year.

As the Public Inquiry will be the banner headline for this newsletter the Committee agreed to seek approval for this newsletter to be distributed to all households in the Parish.

There being no further business the Chairman declared the meeting closed at 11.45am.

**CHAIRMAN**

CHAIRMAN:  
INITIALS

*JES*

## CHAPEL-EN-LE-FRITH PARISH COUNCIL

**Minutes of the Meeting of the Communications Committee held on  
15 June 2016 at the Town Hall, Chapel-en-le-Frith.**

**Present:** Councillor M Smith in the Chair  
Councillors J Brook, G Martin and Mrs M Morrison

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

**Apologies:** Councillor Mrs J Street

### **17/74 Newsletter**

It was agreed that the following items should be included in the Summer 2016 newsletter:-

- Public Inquiry re Bank Hall Developments - result
- Planning Appeal at Tunstead Milton
- Planning Enforcement
- Honorary Townsman
- New Council website
- Local people awarded honours in Queens Birthday Honours list
- Business Park
- Beacon
- Dove Holes Hanging Baskets
- Whitehough Phone Box defibrillator
- Buxton Road traffic problems
- Thanks to Mrs Martin who has retired from production of the newsletter
- Photo taken at Needham Recreation Ground with Barratts

### **17/75 Newsletter Distribution**

It was agreed that distribution be delayed until the result of the Long Lane Public Inquiry is heard.

The distribution of the last newsletter had been hit and miss in Chapel-en-le-Frith and it was agreed that a map of the roads to be covered be given to the distributor and a further assessment will be made at the next meeting. There were no issues with the distribution in Dove Holes.

CHAIRMAN'S  
INITIALS



**17/76**

**Social Media**

The local Safer Neighbourhood Team have asked if the Council can share information on social media and the Committee considered the use of Facebook and Twitter.

It was agreed that the use of Social Media will reach a far wider audience and should be explored.

Members were in agreement with the setting up a Facebook page for the Council which would be updated by the Clerk. In the first instance it was felt that items in the newsletter, press releases and public information items that are non-political should be posted.

If the Council agrees to the use of social media it will be necessary for a policy to be drawn up in this respect.

There being no further business the Chairman declared the meeting closed at 11.45am.

**CHAIRMAN**

## CHAPEL-EN-LE-FRITH PARISH COUNCIL

**Minutes of the Meeting of the Communications Committee held on  
11 October 2016 at the Town Hall, Chapel-en-le-Frith.**

**Present:** Councillor M Smith in the Chair  
Councillors J Brook and Mrs M Morrison

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

**Apologies:** Councillors G Martin and J Street

### **17/204                      Newsletter**

It was agreed that the following items should be included in the Autumn 2016 newsletter:-

- Public Inquiry at Tunstead Milton
- Diary dates
- Allotment Competition winners
- Community Award presentation
- Allotments available to rent and call for additional land
- New Facebook page
- Progress with the Community Plan
- Chapel Market Place – High Peak Borough Council work taking place
- Police advice to keep property safe
- Litter in the Memorial Park
- Promotion of the Town for hire

### **17/205                      Newsletter Distribution**

The Clerk will check if the current distributor is still available as he had indicated that he would be moving away from the area,

### **17/206                      Social Media**

It was agreed that the perimeters for the Facebook page are working well and will be kept under review.

### **17/207                      Communications Policy**

A draft Communications Policy was agreed and is attached to these minutes for ratification.

CHAIRMAN'S  
INITIALS



There being no further business the Chairman declared the meeting closed at 1.10pm.

CHAIRMAN

2

2

CHAIRMAN'S  
INITIALS

PKD



### **Draft Communications Policy**

Correspondence requiring an answer will be acknowledged if a full response cannot be given within a week of receipt. Any petitions etc. will be acknowledged to the initiator only.

- Anonymous correspondence will not be actioned.
- Correspondence which makes allegations about a Councillor's actions will not be actioned. The sender will be provided with the appropriate contact details of the Standards Board and advised to report direct to them.
- Correspondence which makes allegations about a council employee whilst at work will be examined initially by the Disciplinary Committee of the Parish Council who will decide on appropriate initial or final action. The complainant will then be advised of the outcome.
- Councillors and staff are not expected to receive or deal with personally abusive correspondence. Any such received will be discussed with the Chairman or Vice Chairman, may not be dealt with and if considered by the council to be actionable, may be referred to the Police. The sender will be so advised.

**Correspondence is deemed to be any written communication received by any means and includes emails, Facebook, Twitter and similar.**

**October 2016**

CHAIRMAN'S  
INITIALS



## CHAPEL-EN-LE-FRITH PARISH COUNCIL

**Minutes of the Meeting of the Communications Committee held on  
15 June 2017, at the Town Hall, Chapel-en-le-Frith.**

**Present:** Councillors J Brook, M Smith and Mrs J Street.

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

**Apologies:** Councillor Mrs M Morrison

### **18/79 Election of Chairman**

Councillor Brook proposed and Councillor Mrs Street seconded that Councillor Smith be elected as Chairman.

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

### **18/80 Newsletter**

It was agreed that the following items should be included in the summer 2017 newsletter:-

- Result of the Tunstead Milton Public Inquiry
- Details of the new Chairman, Vice Chairman and Parish Chaplain
- Retirement of Rev Derrick Leach
- Memorial Park new play equipment
- Consultation on the Heritage Lottery Bid
- Local Policing
- United Charities
- Carnival judging
- Refurbishment of 47/49 Market Street

### **18/81 Distribution of the newsletter**

The person who undertook the distribution in Chapel-en-le-Frith will be asked if it can be done quicker and it maybe that a new distributor will need to be found.

CHAIRMAN  
INITIALS

*[Handwritten initials]*

**18/82 Social Media**

The Clerk reported that the Councils Facebook page has received 100 'likes'. The new play equipment in the Memorial Park was a popular item but did attract some negative comments. It was agreed that this area would be monitored and it may need a policy decision making on how negative comments are addressed.

**18/83 Date of Next Meeting**

To be arranged.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN

## CHAPEL-EN-LE-FRITH PARISH COUNCIL

### Minutes of the Meeting of the Communications Committee held on 26 September 2017 at the Town Hall, Chapel-en-le-Frith.

**Present:** Councillors J Brook, Mrs M Morrison and M Smith

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

**Apologies:** Councillor Mrs J Street.

#### **18/173                      Newsletter**

It was agreed that the following items should be included in the Autumn 2017 newsletter:-

- New members
- Allotment Competition winners
- Parish Council Grants
- Memorial Park Lottery Bid – local residents recollections
- Broadband Sparrowpit
- Remembrance Sunday and Christmas Tree Lighting
- Telephone box adoption Dove Holes
- Dogs in the Memorial Park
- Change to the wording about the Open Forum to make it clearer

#### **18/174                      Distribution of the newsletter**

The new distributors of the last newsletter delivered it within the allocated timescale and have indicated that they would be willing to continue with deliveries.

#### **18/175                      Social Media**

There were no matters to report.

#### **18/176                      Date of Next Meeting**

To be arranged in January 2017

There being no further business the Chairman declared the meeting closed.

**CHAPEL-EN-LE-FRITH PARISH COUNCIL****Minutes of the Meeting of the Communications Committee held on  
13 February 2018 at the Town Hall, Chapel-en-le-Frith.**

**Present:** Councillors J Brook, D King, Mrs M Morrison and M Smith

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

**Apologies:** Councillor Mrs J Street.

**18/316                      Newsletter**

It was agreed that the following items should be included in the Spring 2018 newsletter:-

- Diary Dates
- How to report pot holes and street lights
- Reporting of crimes to the Police
- Town Hall – What's On
- Precept (Banner headline)
- Job Vacancy
- Planning update
- Litter
- Banners on Chapel Market place

**18/317                      Distribution of the newsletter**

The new distributors of the last newsletter delivered it within the allocated timescale and have indicated that they would be willing to continue with deliveries.

**18/318                      Social Media**

It was reported that the Councils Facebook page currently reaches 122 people. Councillor King volunteered to undertake some research on Facebook groups as the Council may be able to reach a wider audience with a group rather than a page. He will report to the next communications committee.

CHAIRMAN  
INITIALE

18/319

**Date of Next Meeting**

To be arranged.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN



CHAIRMAN'S  
INITIALS



## CHAPEL-EN-LE-FRITH PARISH COUNCIL

**Minutes of the Meeting of the Communications Committee held on  
11 September 2018 at the Town Hall, Chapel-en-le-Frith.**

**Present:** Councillors J Brook, D King, Mrs M Morrison, M Smith  
and Mrs J Street.

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

**Apologies:** None

### 19/152 Election of Chairman

Councillor Mrs Street proposed and Councillor Brook seconded that  
Councillor Smith be elected as Chairman.

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

### 19/153 Newsletter

It was agreed that the following items should be included in the summer  
autumn newsletter which will be published in October 2018:-

- Two new members with photo's
- Diary dates for Remembrance Sunday and Christmas Tree lighting
- Presentation of allotment prizes with photo's
- Parish Council grants
- Result of Heritage Lottery Bid – if decided by October
- Tribute to former Councillor Guy Martin
- Donation of flag pole and grant from DCC Leadership Fund
- Silent Soldier with photo
- Male Voice Choir 100<sup>th</sup> anniversary
- Welcome pack
- Details of what the Parish Council does and how residents are kept  
informed.

It was agreed that the banner headline will be 'What we do' followed by details  
of the Councils powers.

CHAIRMAN'S  
INITIALS

*J.S.*

**19/154**

**Distribution of the newsletter**

It was agreed that the distributors for Chapel-en-le-Frith and Dove Holes will be asked to deliver again. It was noted that this only covers the built up area of Chapel-en-le-Frith and Dove Holes.

In addition copies of the newsletter are posted on the notice boards around the Parish and copies are dropped off at the Beehive and Wanted Inn Public Houses. Copies are available in Chapel Post Office.

The Chairman agreed to contact Morrison's and Aldi to see if they would be prepared to display copies.

**19/155**

**Social Media**

Councillor King and the Clerk recently attended a social media course arranged by High Peak Borough Council.

At present the Council has a policy that only allows staff to post certain items, however, once minutes are ratified then it was suggested that it would be possible to post Council decisions.

It was agreed that a social media policy should be put in place and members will be circulated with a draft policy for discussion. The Clerk will forward the slides from the course to members of the committee.

Councillor King agreed to investigate if funding was available to run social media courses for residents and it was suggested that the Library may be a good venue as they have free Wi-Fi and public access to computers. In addition he will investigate the promoting of live feeds through the Councils Social media.

It was noted that hard of copies of all posts should be kept and made available to members of the public who do not have access to social media.

**19/156**

**Posting of draft minutes**

The Committee had been asked to discuss this item following an agenda item at the August 2018 Full Council Meeting.

The current procedure relating to Full Council minutes and Planning Committee minutes is that they are made public when they have been ratified and then posted on the Councils website.

The Committee had been asked to consider the posting of draft minutes in the notice boards outside the Town Hall.



The Chairman asked all members what their views were to posting draft minutes as suggested and all members were not in agreement as they felt only ratified minutes should be in the public domain. That there is insufficient space on the Town Hall notice boards at present and the cost of providing an extra notice board would be prohibitive in a limited space.

Members did however, agree that hard copies of ratified minutes should be placed in the Library and Parish Office with a sign on the notice board alerting members of the public to this.

It was agreed that the following committee minutes should be posted on the website under a new heading 'Committees' for the following committees.

- Amenities
- Town Hall
- F&GP
- Communications
- Regeneration

The Clerk advised that the above committees would have to consider some items are confidential when appropriate in future.

**19/157                      Neighbour Christmas card Initiative**

Councillor Lawley had asked the committee to consider an initiative aimed at encouraging residents to send their neighbours a Christmas card to promote contact with neighbours and combat social exclusion. It was agreed that this would be something more suited to social media rather than the Parish newsletter and Councillor King agreed to liaise with Councillor Lawley on this issue.

**19/158                      Posters on Chapel Market Place Railings**

The Clerk had referred a request asking to display a poster on the Market place railings for a class at Chapel Leisure Centre.

It was agreed that the Clerk should respond outlining the Councils policy and whilst they would prefer not to see the poster on the railings the ultimate sanction would come from High Peak Borough Council under advertisement regulations.

**19/159                      Press Releases from September Full Council Meeting**

The press releases suggested at the meeting were agreed.

19/160

**Date of Next Meeting**

To be arranged.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN

CHAIRMAN'S  
INITIALS

AS