

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

### **Minutes of the Meeting of the Communications Committee held on 15 June 2022 in the Annexe of the Town Hall, Chapel-en-le-Frith**

**Present:** Councillors M Barton, N Gourlay, N Hill, T Saxby and J Shephard.

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

**Apologies:** Councillor M Chantler

#### **23/89 Election of Chairman**

Councillor Hill proposed and Councillor Barton seconded that Councillor Gourlay be elected as Chairman.

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

#### **23/90 Public Speaking**

There were no members of the public present.

#### **23/91 Variation of Business**

None.

#### **23/92 Minutes of the Meeting held on 27 October 2021**

Minutes numbered 22/271 to 22/281 were presented.

**RESOLVED:** That the Chairman be authorised to sign the minutes as a true and correct record of the meeting.

#### **23/93 Matters Arising**

It was reported that work has progressed with the Local Council Award Scheme. It was agreed that at the July Full Council meeting an agenda item is raised to agree the Council make a formal application for the Foundation Award.

**ACTION:** The Clerk to add and agenda item for the July Full Council Meeting.

It was agreed that the Committee would use the Tibshelf Parish Council Communications Policy as a basis for a new Communications Policy. The Clerk was asked to circulate the policy to members of the Committee for comment. Councillor Hill will provide a mechanism to allow all comments from Committee Members to be logged.

**ACTION:** The Clerk to circulate the Tibshelf Parish Council Communication Policy to members of the Committee.  
Councillor Hill to circulate details to members on how to make comments on the Policy.

It was agreed that the Committee will consider the Honorary Freeman Award for 2022 for individuals and groups.

Nominations for Community Awards will be advertised with a closing date of 1 August 2022.

The local Schools will be contacted to provide nominations.

**ACTION:** The Clerk to advertise the Community Awards.  
The Clerk to contact Combs and Dove Holes Schools.  
Councillor Gourlay to contact Chapel High School  
Councillor Hill to contact Chapel Primary School.

The Welcome Pack was discussed and it was agreed that it needs to be presented in a more appealing and user friendly format.

**ACTION:** The Clerk to forward the current Welcome Pack to Councillor Gourlay who will come back to the committee with suggestions for a better format.

It was agreed that the Council should produce a quarterly newsletter which would be delivered to all households in the Parish.

**ACTION:** Councillor Gourlay to produce a newsletter and circulate to Committee Members for comment.  
The Clerk to provide dates of community events to the end of the year.  
Councillor Hill to ask the High Peak Review how much a quarter page for Parish Council news would cost.

Councillor Hill advised that he will chase up the information about a .gov.uk domain name.

**ACTION:** Councillor Hill

It was agreed that the Committee should look at updating the Council's website and that this be added as an agenda item for the next meeting.

**ACTION:** The Clerk to add an agenda item for the next meeting.

**23/94 Budget**

The costs for distribution of the walk leaflet currently stand at £600.  
It was agreed that the Earmarked Reserve of £1,150 is used for distribution of the walk leaflet and newsletter.

**23/95 Reprint of Chapel Walk leaflets**

The cost for a reprint of 10,000 walk leaflets is £1,736 and it was agreed that Clerk will ask if High Peak Borough Council will cover 50% of the cost through the regeneration grant.

The Full Council will be asked to agree the expenditure at the next meeting.

**ACTION:** The Clerk to contact High Peak Borough Council.  
The Clerk to add an agenda item to the next Full Council meeting to agree the expenditure.

**23/96 Date of meeting next meeting**

To be arranged in September 2022.

There being no further business the Chairman declared the meeting closed at 18.45 hours.

CHAIRMAN