

## BROOMFIELD PARISH COUNCIL

**A meeting of Broomfield Parish Council's Communications Committee is to be held on Monday 22<sup>nd</sup> February 2016 at 7.30 p.m. in the Parish Council Office, Broomfield Village Hall, 158 Main Road, Broomfield**

*Karen Hurrell*

Mrs K Hurrell  
Clerk to Broomfield Parish Council  
15<sup>th</sup> February 2016

**Public Question Time:** *is taken before the meeting and will last for 10 minutes at the discretion of the Chairman*

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| <b>1.</b>  | <b>Apologies for absence</b>   |   |
| <b>2.</b>  | <b>Declarations of Interest</b><br><i>All members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it.</i> |   |
| <b>3.</b>  | <b>To approve minutes from the last meeting</b>  | * |
| <b>4.</b>  | <b>To set the schedule for Broomfield Times for 2016</b>   |   |
| <b>5.</b>  | <b>To review Broomfield Parish Council Website</b>   |   |
| <b>6.</b>  | <b>To review internal communication between Clerk and Councillors</b>  |   |
| <b>7.</b>  | <b>Public Communication (see attached 'NALC Getting your message across' toolkit for local councils &amp; ways to collect &amp; use data</b>   | * |
| <b>8.</b>  | <b>To set schedule for Annual Parish Council Meeting (25<sup>th</sup> May 2016)</b>  |   |
| <b>9.</b>  | <b>Raising Parish Council Profile</b>  |   |
| <b>10.</b> | <b>Review of Communications Budget</b>   | * |
| <b>11.</b> | <b>Youth Bus update &amp; dates for Broomfield Village Hall Car Park</b>   |   |
| <b>12.</b> | <b>Any other business for <u>discussion purposes only</u> &amp; referral to next agenda</b>  |   |

*Communications Committee Members: Cllrs Daden, Carter, Barnes, Garwood, Smith & Mrs S Matthews (Editor Broomfield Times)*