

BROOMFIELD PARISH COUNCIL

You are invited to attend a meeting of Broomfield Parish Council's Communications Committee to be held on Monday 27th June 2016 at 7.30 p.m. in the Parish Council Office, Broomfield Village Hall, 158 Main Road, Broomfield



Mrs K Hurrell
Clerk to Broomfield Parish Council
21st June 2016

	Public Question Time: <i>is taken before the meeting and will last for 10 minutes at the discretion of the Chairman</i>
1.	To appoint a Chair and Vice Chair of the Communications Committee
2.	Apologies for absence
3.	Declarations of Interest <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>
4.	To approve minutes from the last meeting *
5.	To consider Terms of Reference for Communications Committee and recommend any changes to the full Council *
6.	To consider a Social Media Policy for recommendation to be adopted by full Parish Council **
7.	To discuss general communication within the Parish Council
8.	To discuss forthcoming issue of Broomfield Times Autumn 2016
9.	To consider promoting the Village of the Year for 2017
10.	To review Broomfield Parish Council website updating & including minutes
11.	To discuss any purchases/promotions under budget headings
12.	Chelmsford City Council Local Plan – the next stage
13.	Any other business for <u>discussion purposes only</u> & referral to next agenda

Communications Committee Members: Cllrs Daden, Hubble, Howell, Garwood & Mrs S Matthews (Editor Broomfield Times)