

**CLAYTON-LE-WOODS PARISH COUNCIL**  
**MINUTES OF THE COMMUNICATIONS COMMITTEE**  
**HELD ON MONDAY 14<sup>th</sup> SEPTEMBER 2015 at 7.00PM**  
**AT CLAYTON GREEN LIBRARY**

**PRESENT:** Councillor J Cronshaw (Chairman)  
Councillor C Billouin  
Councillor D Rogerson

**IN ATTENDANCE:** Mrs TD Morris (Clerk)

**ACTION**

**15.09 APOLOGIES**

Apologies for absence were received from Councillors M Cullens, S Fenn and G Ormston.

**15.10 DECLARATION OF INTEREST**

There was no declaration of interest.

**15.11 APPROVAL OF MINUTES DATED 29<sup>TH</sup> JUNE 2015**

After due consideration the minutes of the last meeting were approved as a correct record and signed by the Chairman.

**15.12 MATTERS ARISING**

Councillor J Cronshaw informed the meeting that she would contact communications section at Chorley Council in order to get an article about the development of the Carr brook Trim trail into the local press.

**15.13 REVIEW OF PARISH NEWSLETTER**

The members scrutinised the last parish newsletter which was distributed in 2014.

The following action was agreed:

- To provide the information regarding the parish i.e. Councillors details and service provision also the inclusion of the Parish Council Chairman's Annual Report.

**Clerk/  
Councillor  
A Cullens**

- To publicise such things as:
  - Carr Brook trim trail development,
  - Memorial Garden
  - Support Grants
  - Lengthsmen and their stories
  - Cancellation of OAP Christmas Lunch
  - Future Events
  - Police 'In the Know'
  - Environmental Development Plans
  - Advertising for local firms/groups
  - Promotion of Sports Groups
  - Parish open days/surgeries
  - Promotion of Voluntary Groups
  - New pavilion at CLW Bowling Club
  - Clayton Brook Village Hall
  - Manor Road Community Centre
  - CLW Community Centre
  - Latest news on 3 parish wards
  - Cuerden Valley
  - History of the Parish
  - Formation of CLW Parish Council

A number of articles from the 2014 newsletter would be put on hold until the second issue until further information had been obtained.

**FCP**

It was agreed that the proposed deadline for publication of the parish newsletter would be November 2015.

**Councillors  
/Clerk**

Each Councillor in attendance and the Clerk volunteered to provide articles and pictures towards the newsletter and ask for support from other council members where necessary.

**Clerk**

Once a draft newsletter had been compiled then quotes could be sought from the printers.

**15.14 REVIEW OF PARISH WEBSITE**

It was reported by Councillor D Rogerson that a councillor from a neighbouring parish was willing to provide 'expert' advice regarding the relaunch of the parish website.

The clerk advised the meeting that she had contacted the company that host the parish website and informed them that the parish council wished to suspend the website, but hold onto the web address until the relaunched website was ready. The clerk would inform the council once this action had been taken and the probable cost involved.

**Clerk/  
MGT**

Councillor G Ormston had proposed that a number of councillors should be trained on website updating and then the nominated councillors could keep the website updated and refreshed.

The meeting agreed with the idea and would look into it further once the website was nearer completion.

**FSB/MGT**

There was also a proposal that a web design company could be asked to provide a demonstration to the full parish council prior to any final decision being made.

It was requested that the clerk look into the possibility and report back in due course.

**Clerk**

It was proposed that the deadline for the relaunch of the website would be for February 2016.

**FPC**

#### **15.15 PLANS FOR ANNUAL PARISH MEETING 2016**

It was noted that there needed to be a longer lead in time to plan the annual parish meeting scheduled for Monday 25<sup>th</sup> April 2016.

A number of suggestions were tabled:

- Environment Focus (Cuerden Valley) Donate Signs
- Environment Committee Community Plans
- Official Launch of Website and buffet at appropriate venue
- Healthy Lifestyle in conjunction with Active Nation

It was agreed that all councillors would be asked to table ideas ready for the next meeting so that a recommendation can be tabled at the next full council meeting for consideration.

**FPC**

#### **15.16 PUBLICITY**

Referred to in minute 15.12

#### **15.17 DATE OF NEXT MEETING**

The date of the next Communications meeting was agreed to be held on Monday 12<sup>th</sup> October 2015 at 7.00pm