



**A COMMUNICATION COMMITTEE MEETING OF ALCESTER TOWN  
COUNCIL IS TO BE HELD AT 10.30am ON TUESDAY 8<sup>TH</sup> MARCH 2016  
AT THE BOARD ROOM, GLOBE HOUSE, ALCESTER**

**Present**

To record members present to ensure a quorum is met

**PUBLIC PARTICIPATION AT DISCRETION OF CHAIR**

The committee may take presentations from the public at the discretion of the chair, maximum 5 presentations at 3 minutes each.

**A G E N D A (Standing Orders apply only Committee members to take part)**

**1. Apologies**

To receive apologies and reasons for absence

**2. Declarations of Interest**

*Members are reminded that the Code of Conduct, which took effect from May 2007 provides that they should declare the existence and nature of their personal interest at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is prejudicial or predetermined they should consider withdrawing from the room and not seek improperly to influence a decision about that matter.*

**3. Minutes of Last Meeting**

*The minutes of the January meeting having been circulated and approved by committee members are to be signed.*

**4. Council Projects**

*Councillors are reminded that agenda items must be received by the Clerk no later than 7 days prior to the corresponding meeting.*

- a. Community Care – To discuss current agenda items and any how the Communication Committee can help
  - i. Community Safety Sub-Committee – To discuss current agenda items and any how the Communication Committee can help
- b. Community Facilities – To discuss current agenda items and any how the Communication Committee can help
- c. Strategic Planning – To discuss current agenda items and any how the Communication Committee can help

**5. Town Issues**

- a. Town advertising - To discuss the draft policy document
- b. Town Guide - To receive an update
- c. Welcome Packs - To discuss future content and distribution

**6. Website/Social media**

- a. Future content for Members Page
- b. Residents Association pages
- c. Updating the clubs/associations page
- d. Updating the business directory page

**7. Forthcoming Newsletter**

- a. Feedback from the Spring Newsletter
- b. Ideas for the Summer Newsletter

**8. Press releases**

- a. None to date

**9. Correspondence**

- a. None to date

**10. Propositions to Full Council**

To receive any propositions

**11. Date of next meeting**

Tuesday 12<sup>th</sup> April 10:30am at The Board Room, Globe House Alcester

*K Wright*

**Deputy Clerk to Alcester Town Council**