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6 February 2024

To all Members of the Communications Working Party:

Councillors: J Archer, Clegg, Dye, Jackson, J Kenyon, Lloyd, May-Allen, Pickering and Renwick

Dear Member,

I hereby give you notice that the next Communications Working Party meeting will be held remotely.

Join Zoom Meeting

<https://us02web.zoom.us/j/82956381331?pwd=cStYamFlbWw3KzZmR2lUZWNuaVlUT09>

Meeting ID: 829 5638 1331
Passcode: 800933

Please click on the link above if you want to attend the meeting.

Tuesday 13 February 2024 at 6.30pm

All members of the Working Party are hereby summoned to attend for the purpose of considering and resolving the business to be transacted as set out in the following agenda.

Yours sincerely

Clerk

AGENDA - NON CONFIDENTIAL

1. To receive apologies for absence
2. Variation of order of business
3. To receive Declaration of Members Interest.
 - a) To enable Members to declare the existence and nature of any Disclosable Pecuniary Interest they have in subsequent agenda items, in accordance with the Parish Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.
 - b) To receive and approve request for dispensations from Members on matters of which they have a Disclosable Pecuniary Interest.
4. To receive and approve Minutes 136/23 – 145/23 of a Communications Meeting held 17 October 2023. Chair to sign and date the minutes
5. Winter 2024 newsletter – Issue 45
 - (a) To discuss overall content and layout
 - (b) To note distribution took place week commencing 5 February 2024
6. Spring 2024 newsletter
 - (a) To discuss month in which to distribute
 - (b) To discuss overall content and layout
 - (c) To discuss newsletter name change from Parish newsletter to Parish Council newsletter
7. To discuss brand pack including logo
8. To discuss events flyer – separate to newsletter distributed November 2023
9. To discuss Parish Council website provider
10. To discuss February half term market Council stall
11. To note items for next agenda