

To all members of the Communications Committee

NOTICE OF MEETING

COUNCILLORS: You are SUMMONED to attend a MEETING of the COMMUNICATIONS COMMITTEE to be held in **the Community Office, Bruton on Tuesday 15th October 2019 **at 7.30pm**.**

AGENDA

1. Election of Chair
2. Declarations of Interests
3. Apologies for absence
4. Minutes of the meeting of 8th May 2018 to be confirmed as correct
5. Committee membership
6. Council Communications strategy: opening-up the Council to the community
7. Connecting Bruton volunteers: to discuss ideas put forward at the Full Council meeting on 24th September 2019 (item 19/86c) and to make recommendations to Full Council.
8. Review of Policies: Communications, Social Media
9. Social Media account moderators: two to be selected
10. Town Council website: administrator and editor arrangements
11. Bruton Town website: Purpose, staffing (volunteers or paid staff or both), site design
12. Bruton Local Information Centre (the Front Office), including digital and other displays
13. The Council digital filing system: access, arrangements and cost
14. Committee budget 2020/21, including website, noticeboards, event promotion

Patrick Pender-Cudlip
Assistant Clerk

Members of Committee are advised that they should consider these matters in the exercise of their functions: Equal opportunities (race, gender, sexual orientation, marital status and any disability): Crime and Disorder, Health and Safety and Human Rights. Copies of plans reports and correspondence mentioned above may be inspected at the Council Office during opening hours or by appointment.