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COMMUNICATIONS AND IT COMMITTEE
MEETING TO BE HELD ON 23 July 2018 at 7.30pm

VENUE: Ingatestone Library, High Street, Ingatestone

Councillors and Committee members are summoned to attend the above meeting to deal with the following business. Members of the public and press are warmly welcome to attend.

Clerk to the Council

AGENDA

CIT18/69	Apologies for Absence
CIT18/70	Announcements and Declarations of Interest
CIT18/71	To elect a Chair for the committee
CIT18/72	To elect a Vice-Chair for the committee
CIT18/73	Public Participation Session
CIT18/74	To approve the Minutes from the last Meeting held on 23 April 2018
CIT18/75	Matters Arising for Report
CIT18/76	To agree on membership for Comms sub-committee and review Terms of Reference
CIT18/77	Newsletter <ul style="list-style-type: none"> • Articles for autumn issue • Cover for autumn issue
CIT18/78	PR <ul style="list-style-type: none"> • Establish PR strategy and plan for Seymour Field • Neighbourhood Plan outreach/promoting residents' questionnaire and findings
CIT18/79	Social media updates <ul style="list-style-type: none"> • Facebook • Twitter • Instagram • LinkedIn • Campaigns – village heroes, reducing village plastic use
CIT18/80	IT <ul style="list-style-type: none"> • Councillor emails • Office WiFi • Ideas for workable green policy on paper usage
CIT18/81	Correspondence received at the Parish Office
CIT18/82	Items for inclusion in the Next Agenda (not requiring resolution or action)
CIT18/83	Chairman to close the meeting The next Comms & IT Committee meeting will be on the 22 October at 7.30pm in Ingatestone Library, High Street, Ingatestone, CM4 0BA