

**MELTHAM TOWN COUNCIL**

The Carlile Institute  
Huddersfield Road  
Meltham  
HD9 4AE

Ms M Chard  
Clerk to the Council

Dear Sir/Madam

You are hereby requested to attend a meeting of the Communications Committee to be held in the **Meeting Room on the first floor of the Carlile Institute** on **Monday 1 October 2018** commencing at **6.00pm**.

**PUBLIC QUESTION TIME 6.15pm until 6.30pm**

**AGENDA**

- 1. NOTICE OF MEETING.**  
Public Notice of the Meeting has been given in accordance with Schedule 12 Paragraph 10(2) of the Local Government Act 1972.
- 2. APOLOGIES FOR ABSENCE.**  
To accept apologies for absence.
- 3. DECLARATION OF INTEREST.**  
To receive any declarations of interest
- 4. ADMISSION TO THE PUBLIC**  
To determine any items on the agenda considered to be of a private nature that should be discussed at the exclusion of the Public and Press, under the Public Bodies (Admission to Meetings) Act 1960 1(2)
- 5. MERCURY**  
Update on winter Mercury edition.
- 6. WEBSITE REVIEW /PROVISION OF COMMUNITY LINKS ON THE WEBSITE**
- 7. COUNCIL STYLE GUIDE**  
To consider whether the Council should adopt a style guide. The Clerk has produced an example which will be circulated prior to the meeting.
- 8. MEDIA PROTOCOL**  
To consider whether the Council should adopt a media protocol. NALC have produced a standard media protocol which is included with the agenda (enc).
- 9. USING COMMUNICATIONS TO SUPPORT THE AIMS AND OBJECTIVES OF THE COUNCIL**  
To consider how the Council can use its communications to support the Councils aims and objectives
- 10. TO CONSIDER THE FUTURE WORK PROGRAMME OF THE COMMITTEE**  
To consider the future work programme of the Committee. In particular to consider whether there are further policies and procedures that would be of assistance. for

example, a policy on the use of social media or a policy on the use of IT. Links to some example documents were included with the e-mail version of the agenda.

Dated this 25<sup>th</sup> day of September 2018.

Ms M Chard  
Clerk to the Council.