



Treverbyn Parish Council

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22nd December 2025

To Members of the Treverbyn Parish Council Communications Committee.

Dear Councillor,

You are hereby summoned to attend a **Communications Committee Meeting** of Treverbyn Parish Council to be held at the Parish Offices, Rockhill Business Park, Higher Bugle on **Tuesday 6th January 2026 commencing at 6.30pm** for the purpose of transacting the business stated in the agenda below.

Given under my hand,

D. R. Hawken

Mr Darren R. Hawken
(Clerk and Responsible Finance Officer)

Note: Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.

Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), the Council is unable to make any decision on matters not listed within the agenda.

Under the Local Government Act (LGA) 1972 s101, supported by Regina V Secretary of State for the Environment ex parte London Borough of Hillingdon 1986 case law, no one councillor can make a decision on behalf of the Council.

1	Election of a Committee Chairman To elect a Chairman
2	Election of a Committee Vice-Chairman To elect a Vice-Chairman
3	Apologies for Absence To receive apologies for absence in addition to noting any apologies not received
4	Declarations of Interest <ul style="list-style-type: none"> a) <i>Pecuniary Interests</i>: To receive Declarations of Pecuniary Interests as declared on the Register of Interests. b) <i>Non-registerable Interests</i>: To receive Declarations of Non-registerable Interests. c) <i>Dispensations</i>: The Clerk will consider and report on any requests for dispensation in line with the Council's Code of Conduct. d) <i>Gifts & Hospitality</i>: To declare any gifts or hospitality in line with the Council's Code of Conduct.
5	Public Participation To hear from members of the public who wish to make representations, answer questions and give evidence in respect of the business on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
6	Purpose and Objectives of the Communications Committee To agree the overall purpose of the committee and the key objectives (e.g. improving transparency, engagement, consistency of messaging)
7	Audit of Current Communications To review: 1) Existing communication channels (website, noticeboards, social media, press releases, meetings) 2) What is working well. 3) Identified gaps or issues
8	Target Audiences To identify: 1) Who the council is communicating with (residents, businesses, community groups, young people, media, etc.) 2) Any groups currently under-represented or hard to reach
9	Communication Channels and Standards To consider: 1) Preferred and permitted communication channels. 2) Tone, accessibility, branding, and consistency. 3) Compliance with accessibility, GDPR, and publication requirements
10	Draft Communications Strategy (Outline)

11	<p>To agree: 1) Whether to develop a formal Communications Strategy. 2) Scope and timescale. 3) Who will draft it (committee, clerk, working group)</p> <p>Role of the Clerk, Administrator and Councillors in Communications</p> <p>To clarify: 1) Operational role of the Clerk/Administrator. 2) Role of Councillors and committee members. 3) Approval processes for public communications and press statements</p>
12	<p>Social Media Management</p> <p>To discuss: 1) Existing accounts and administration rights. 2) Moderation policy. 3) Response protocols and Councillor conduct online</p>
13	<p>Training and Support</p> <p>To consider: 1) Training needs for councillors (e.g. media handling, social media, accessibility). 2) External support or guidance</p>
14	<p>Meeting Schedule</p> <p>To agree the frequency of meetings</p>
15	<p>Items for Future Agendas</p> <p>To identify topics for future meetings</p>
16	<p>Any Other Business</p> <p>Any Councillor wishing to raise any other item of business, must do so, in writing, prior to the commencement of the meeting</p>
17	<p>Confidential Items</p> <p>To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting, and that the live streaming and any recording cease, during the consideration of the following item(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted</p>
18	<p>Date of Next Meeting</p> <p>To agree the date of the next meeting.</p> <p>END</p>