



Treverbyn Parish Council

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13th May 2026

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 19th May 2026 commencing at 6:00pm** 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.

AGENDA

1. Election of Committee Chairman

To elect the Chairman of the Communications Committee for the 2026/27 municipal year.

2. Election of Committee Vice-Chairman

To elect the Vice-Chairman of the Communications Committee for the 2026/27 municipal year.

3. Apologies for Absence

To receive apologies for absence and note any apologies not received.

4. Declarations of Interest

a) Pecuniary Interests – To receive declarations of pecuniary interests in accordance with the Register of Interests.

b) Non-Registerable Interests – To receive declarations of non-registerable interests.

c) Dispensations – To consider any requests for dispensation in accordance with the Council's Code of Conduct.

d) Gifts and Hospitality – To receive declarations of gifts and hospitality.

5. Public Participation

To hear from members of the public who wish to make representations, ask questions, or give evidence in respect of items on the agenda.

A question shall not require a response at the meeting nor start a debate on the question. The Chairman may direct that a written or oral response be given.

6. Minutes of the Previous Meeting

To receive and resolve to approve the minutes of the Communications Committee Meeting held on Tuesday 10th February 2026 and authorise the Chairman to sign them as a correct record.

7. Committee Priorities for 2026/27

To discuss and identify the key priorities and objectives of the Communications Committee for the 2026/27 municipal year.

8. Parish Newsletter and Community Leaflets

To consider proposals for the introduction of a Parish Newsletter and associated community information leaflets, including content, frequency, distribution, and production arrangements.

9. Parish Events Communications

To receive a report from Cllr M Thomas regarding the audit of events taking place across the Parish and to consider opportunities for improved promotion and public engagement.

10. Draft Communications Strategy

To consider the development of a formal Communications Strategy for the Parish Council, including:

- Purpose and objectives.
- Scope and priorities.
- Proposed timescale.
- Arrangements for drafting and consultation.

11. Roles and Responsibilities in Council Communications

To clarify:

- The operational role of the Clerk and Administrator.
- The role of Councillors and Committee Members in communications activity.
- Approval processes for public statements, media responses, and official communications.

12. Social Media Management

To review the Council's social media arrangements, including:

- Existing accounts and administrator access.
- Moderation and acceptable use arrangements.
- Response protocols.
- Councillor conduct online.

13. Training and Support

To consider training and development requirements for Councillors and officers in relation to communications, media handling, accessibility and digital engagement, including any external support opportunities.

14. Accessibility and Inclusion in Communications

To consider how the Council can ensure its communications are accessible, inclusive and compliant with relevant accessibility standards and best practice.

15. Website and Digital Communications

To consider future development priorities for the Parish Council website and wider digital communications channels.

16. Items for Future Agendas

To identify matters for consideration at future meetings of the Committee.

17. Information Items / Matters Raised

To receive notice of matters for information only. No formal decisions may be taken under this item.

18. Exclusion of the Press and Public

To consider passing the following resolution:

“That, in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item(s) of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.”

19. Date of Next Meeting

To agree the date of the next Communications Committee Meeting.

END