



Treverbyn Parish Council

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9th September 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 15th September 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. Apologies for Absence

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

2. 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.

3. 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.

4. Minutes of the Previous Meeting

To receive and resolve to approve the minutes of the Communications Committee Meeting held on Tuesday 19th May 2026 and authorise the Chairman to sign them as a correct record.

5. Parish Newsletter and Community Leaflets

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

6. 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.

7. Draft Communications Strategy

To consider the draft Communications Strategy prepared by the Clerk for the Committee's consideration and, if recommended, to refer it to Full Council for adoption at a future meeting.

8. Website and Digital Communications

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

9. Community Charter

To consider the draft Community Charter prepared by the Clerk for the Committee's consideration and, if recommended, to refer it to Full Council for adoption at a future meeting.

10. Councillor 'Meet and Greet' Sessions

To consider the introduction of Councillor 'Meet and Greet' sessions and, if supported, to agree the arrangements, including potential venues, dates and Councillor availability.

11. Parish Community Awards Policy

To consider the draft Parish Community Awards Policy prepared by the Clerk for the Committee's consideration and, if recommended, to refer it to Full Council for adoption at a future meeting

12. Items for Future Agendas

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

13. Information Items / Matters Raised

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

14. 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."

15. Date of Next Meeting

To agree the date of the next Communications Committee Meeting.

END