

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB  
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**Notice of Media & Communications Committee meeting to be held on  
Monday 21 August 2017 at 7pm in  
The Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon**

## **AGENDA**

### **The Openness of Local Government Bodies Regulations 2014**

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a Policy, a copy of which will be displayed outside the Council Chamber or other meeting room as appropriate and is available on request

## **WELCOME**

- 1. Apologies and acceptance for absence**
- 2. Declarations of Interest and Dispensations**
  - (a) In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda**.  
(In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence – **Please contact the office should any item need clarification**)
  - (b) Clerk to report any written requests for dispensation in respect of items on this agenda.
- 3. To receive approval of minutes of the meeting held on 22 May 2017 from those members present at the respective meeting.**
- 4. Public Participation** (as permitted by Standing Order 3d & 5kxiii)  
Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).
- 5. To note and discuss any issues or implications surrounding the financial report.**
- 6. General Matters**
  - 6.1 A discussion on the running order of the Autumn issue of The Grapevine.
  - 6.2 A discussion on the report regarding the current IT provision for the council.
  - 6.3 A discussion on the effectiveness of the Parish Council's use of social media.
  - 6.4 A discussion on the report regarding a revamp of the Parish Council's website.
- 7. Exchange of Information**
- 8. To confirm the date, time and venue of next meeting – 6<sup>th</sup> November at 7pm.**

**MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND**

Mrs Mo Anderson-Dungar Proper Officer of the Council dated 15 August 2017