

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 6 November 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 21 August 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 for the budget setting process.**
- 6. General Matters**
 - 6.1 Discussion about the upcoming issues of The Grapevine.
 - 6.2 Update on the effectiveness of the distribution service.
 - 6.3 Report from Chair on changes surrounding the IT infrastructure.
 - 6.4 Update on the ongoing revamp of the Council Website, including statistics.
 - 6.5 Update on the Council's use of Social Media.
- 7. Exchange of Information**
- 8. To confirm the date, time and venue of next meeting – 13th February 2018 at 7pm.**

MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND

Mrs Mo Anderson-Dungar Proper Officer of the Council dated *30 October 2017*