**MINUTES OF A MEETING OF THE PUBLIC RELATIONS COMMITTEE**

**Held on Tuesday 1st March 2016**

**Present:** Councillor Mrs H Jones

Councillor Mrs P Mayne

Councillor Mrs C Moran

Councillor A Wassell

1. **Welcome and Apologies.**

In the absence of the Chairman, Councillor Mrs P Mayne chaired the meeting.

Apologies from members for their inability to attend were recorded in the apology book.

1. **Members Declarations of Interest.**

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item(s) in which they had an interest.

1. **Public Bodies (Admission to Meetings) Act 1960.**

There were no items of a confidential nature from which the public and press were required to be excluded.

1. **Minutes**

RESOLVED that the minutes of a meeting of the Public Relations Committee held on Tuesday 27th October 2015 (Minute Numbers 12-7; Pages 5-7) be received as a true record and signed.

**13. Promotional Materials**

RESOLVED that the promotional items be used as follows:

Gym Bags – Local Democracy Week and special events where children attend such as Commonwealth Day and the Queen’s Birthday celebrations.

Shopping Bags – Meet ‘n’ Eats Diner, NASCA, Macmillan Coffee Morning and other fundraising events, teachers at Local Democracy Week.

Presentation Pens – To be used for special presentations such as honorary citizens and for people who have made a significant achievement.

Pin Badges – To be given with presentation pens, Councillors, special events and Civic Guests.

**14. Town Guide**

Members were asked to consider what updates the new edition of the Town Guide would require.

It was suggested that the new guide should be as accurate as possible in terms of the new development which has taken place.

The Queen’s Birthday celebration should be mentioned as well as an update on the Town Hall if available.

Councillor’s photographs should be included.

It was suggested that the current edition be circulated for members’ comments.

RESOLVED that the comments raised be considered when putting together the new guide.

**15. Queens 90th Birthday**

Members wished to commemorate the Queen’s 90th Birthday by presenting a boxed pen to all the school children in Normanton and Altofts.

RESOLVED that 3500 presentation pens and boxes be purchased at a cost of £3300.00.

**16. Future Promotional Ideas**

It was suggested that we need to get more photos and articles into the press giving information about what the Council is doing.

A calendar of events for the year should be published on the notice board.

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.