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

**Held on Wednesday 27th July 2016**

**Present:** Councillor F.D. Jones

Councillor Mrs H W Jones

Councillor B. Mayne

Councillor Mrs A. Moran

Councillor Mrs C Moran, BEM

Councillor B. Smith – Vice Chairman

Councillor A Wassell

1. **Welcome and Apologies.**

In the absence of the Chairman, the Vice-Chairman, Councillor B. Smith, 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.

There were no declarations made.

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 1st March 2016 (Minute Numbers 9-16; Pages 8-10) be received as a true record and signed.

(Proposed by Councillor Mrs C Moran/ Seconded by Councillor Mrs H W Jones)

1. **Town Guide**

The Town Clerk circulated a number of articles which had been updated and proofread by members of the Town Council, including events in Normanton, history of Normanton, how to contact the Town Council, the Talking Newspaper for the Blind, information about the Town Council and it’s services, the Town Council Mission Statement and a welcome. There was also information given regarding Normanton Town Centre, Normanton Industrial Estate, Friends of Haw Hill Park and The Well Project.

Members suggested that in the article titled ‘Normanton Town Council’ mention should be given to the Mini-Mayor’s Robes which were donated by Mrs H W Jones.

With regard to the articles from the Friends of Haw Hill Park and The Well Project, these documents would need to be converted into a one-page editorial feature.

Members suggested that a photograph of the Town Hall with a brief history should also be included along with information regarding the new tiled map and crest located at the train station.

There were several pages of contact details which still required checking. Members pointed out a number of updates to the Town Clerk and she agreed to double check these with the organisations. It was suggested that for the Members of Parliament that only the MP for Normanton needs to be included.

It was suggested that in place of the history article which had already been used in the last edition an interesting article from John Hodgkins could be used, detailing some before and after photographs of the local area. The Town Clerk had contacted John to discuss this and he was very keen to be involved.

Councillors requested that members’ photographs were included with the contact details along with full titles for Councillors that had, for example, BEM or JP after their names.

RESOLVED that the articles and information for the new Town Guide be received.

1. **Town Council PR Issues**

Members suggested that at events such as the Party @ Haw Hill Park it would be a nice gesture to provide a promotional pack for acts that are performing in the form of a VIP goody bag. It was suggested that quotes could be obtained for promotional items such as pens, memory sticks and small bags. This would be included on the next agenda along with the budget and approximate costs.

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