

8th September 2021

Councillors: S Vegro (Chair) V Mead (V Chair) I Caldwell, M Maynard, D Mitchell and C O'Donovan, you are hereby summoned to attend a meeting of the **Management & Communications Committee** on **Tuesday, 14th September 2021** at **10.00am**. This meeting will be held in the Conference Room, Parish Centre in a covid secure environment. If a member of public would like to attend, please notify the Clerk in advance on 01582 794832 or clerk@redbourn-pc.gov.uk



Chris Kenny
Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATION OF INTEREST

Members are reminded to make any declarations of disclosable pecuniary and/or personal interests that they may have in relation to items on the Agenda. You should declare at this part of the meeting or when it becomes apparent your interest by stating:

- A. the item you have the interest in
- B. whether it is a disclosable pecuniary interest and the nature of the interest, where upon you will not participate in the discussion or vote on that matter, unless dispensation has been requested and granted
- C. whether it is a personal interest and the nature of the interest

Members are also reminded of their obligation to report any amendment to their Register of Interests to the Clerk as soon as it becomes apparent.

Declarations:

- Cllr Caldwell** – Nickey Line (CM) Redbourn Village Online, Active in Redbourn (CM)
- Cllr Maynard** – Redbourn Museum (CM)
- Cllr Mead** – Redbourn Youth Club (CM), District Councillor, Active in Redbourn (M)
- Cllr Mitchell** - District Councillor, Redbourn Community Group (M)
- Cllr Vegro** - Active in Redbourn (CM)

3. PUBLIC PARTICIPATION

4. MINUTES OF PREVIOUS MEETING

To approve the record of the previous meeting scheduled 13th July 2021

5. ACTIONS ARISING FROM THE PREVIOUS MINUTES NOT ON THE AGENDA

6. MATTERS TO REPORT

Members are invited to notify the Chairman of matters for report which they wish to be discussed at the end of the meeting. In so doing, the Member(s)/Officer(s) concerned must state the special circumstances which they consider justifies the matter being raised as a matter of urgency. The Chairman will decide whether the item(s) raised shall be considered under Matters for Report.

7. FINANCE

1. To receive the latest Management and Communications finance reports.

8. PARISH CENTRE MANAGEMENT

- 8.1 Update on hirers
- 8.2 To consider offering a lost and found service

9. PARISH COUNCIL MANAGEMENT

1. Officer reports
2. To consider investment in equipment for use at community events
3. To consider producing a calendar of Redbourn utilising the photo competition entries

10. COMMUNICATIONS

1. To receive a report on the type of material to use for the newsletter
2. To discuss how to develop the Communications Strategy for the Parish Council
3. To consider and approve cost for purchasing a social media management tool

11. MATTERS TO REPORT

For discussion only

12. DATE OF THE NEXT MEETING

Tuesday 14th September 2021, 10am, via Zoom