

**SWANWICK PARISH COUNCIL
MINUTES OF PUBLIC RELATIONS AND INFORMATION COMMITTEE
1 DECEMBER 2011**

Present: Cllrs Hardwick, Barnett, Payne, P Staton,

1. Apologies: Cllrs Dale, Peacock, D Staton, Watson

2. Web Site & Protocols

As the web site is now being promoted, and we offer to advertise news items for local groups, we need to make sure that we do not compromise the position of the Council. Care must be taken on the content of items and the Parish Council reserve the right not to promote certain items.

One thing the Parish Council needs to be careful of is the number of meetings being held, as we are charged by the web builder for the extra agenda and minutes over the monthly meetings allocation.

3. Village Guide Progress

Cllr Hardwick circulated proposed front covers for the guide, there are a few more last amendments to be made. It is anticipated that it will be completed and printed in the New Year.

RESOLVED:

To print with the front cover as agreed, 500 in the first print run to be available in shops and on the web site.

4. Press Releases

The clerk had provided Cllr Hardwick with a list of press contacts, and he has been using these and releases are now being printed.

5. Newsletter

December edition is at the printers at the moment, the crematorium & housing residents' groups' would be helping with the distribution.

RESOLVED:

Thanks must go to the residents for helping with delivery, and that the next newsletter is put together for delivery March.

Meeting Closed at 8.00pm