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**LEWES
TOWN
COUNCIL**

To: Cllrs Ashby; Catlin; Elliott; Makepeace; Murray (S), O'Keeffe and Watts

A Meeting of the **Communications Working Party** will be held on

Tuesday 2nd February 2016, in the **Yarrow Room, Town Hall**, Lewes at **7:00pm** which you are summoned to attend.

S Brigden, Town Clerk
25th January 2016

AGENDA

1. ELECTION of CHAIRMAN

To elect a Chairman for the working party

2. APOLOGIES FOR ABSENCE:

To consider apologies from members of the working-party who are unable to attend.

3. MEMBER'S DECLARATIONS OF INTEREST:

To note declarations of any personal or prejudicial interests in matters on this agenda.

4. QUESTION TIME

To receive any questions regarding items on the agenda for this meeting.

5. REMIT of the WORKING PARTY

To note the remit of the working party, as defined by Council:

Council meeting 17th December 2015 Minute ref FC2015/82

COMMUNICATIONS:

Council considered a proposal (NOM 017/2015 – copy in minute book) for a working party to be set up to review the council's public engagement. Its remit, it was suggested, should be to look at all forms of communication between the Council and the public, electronic communication and other forms of written and spoken communications.

The working group should seek advice from experts in the field of public communications where possible and should research examples of good practice from other local government bodies.

6. BUSINESS OF THE MEETING

To consider the issues as requested.

For further information about items on this agenda please contact the Town Clerk at the above address.

PUBLIC ATTENDANCE: Members of the public have the right, and are welcome, to attend meetings of the Council – questions regarding items on this agenda may be heard at the start of each meeting with the Chairman's consent, and subject to time available. Questions or requests to address the Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance. General questions can be raised at our offices between 9am-5pm Mons- Thurs; 9am-4pm on Fridays – our staff will be pleased to assist.

NB it is anticipated that some matters to be considered at this meeting will require the exclusion of the press and public.

Distribution: Cllrs Ashby; Catlin; Elliott; Makepeace; Murray (S), O'Keeffe and Watts

Copy: all Councillors, for information