

**WEST MERSEA TOWN COUNCIL**

**COMMUNICATIONS COMMITTEE**

**A G E N D A**

**Friday 27<sup>th</sup> October 2017**

**at 10.00am**

1. To receive apologies for absence
2. To record declarations of interests
3. To approve the minutes of meeting held on 9<sup>th</sup> December 2016, and matters arising not covered elsewhere on the agenda
4. To discuss ways to reduce/streamline email correspondence and postbook items
5. To discuss and set an email retention policy
6. To discuss information held in the loft
7. To clarify position on using personal email accounts
8. To identify and resolve outstanding councillor email issues
9. To discuss how to provide regular news updates regarding the Neighbourhood Plan
10. Date and time of next meeting