

Agenda

Notice is hereby given that a meeting of Halstead Parish Council Communication & Events Committee will be held at **The Pavilion, Station Road, Halstead TN14 7DH** commencing at **11:00am Wednesday 22th April 2026** to transact the under mentioned business, which Councillors are summoned to attend.

Signed: *Pip Nott* (Clerk)

16/04/2026

- 1. To receive and accept apologies for absence.**
- 2. Declarations of interest.**
To receive any disclosure by members of pecuniary and non-pecuniary interests in matter on the agenda, not previously disclosed.
- 3. Minutes of previous meetings to be approved – 18th February 2026**
- 4. Public participation forum**
Public may use this time to make comment on items on the agenda.
This session is limited to 3 minutes per person and a total of 15 minutes
- 5. To consider if future Communications and Events meetings should be informal and report to HPC full Committee.**
- 6. Communication**
 - a) Newsletter: Process, Publication and identify volunteer to organise delivery
 - b) Ideas and date for next Newsletter
 - c) Information leaflets
 - d) Raising the HPC Profile, updating the website and producing display material
 - e) Consider submission for Parishes Together magazine deadline 6 May
- 7. Events**
 - a) Agree actions on summer picnic
 - b) Agree actions on August fun day
- 8. AOB - Discuss inviting parishioners to join individual committees and helping with tasks**
- 9. Date of Next Meeting – Wednesday 3rd June 2026 at 10.00am.**