

Burwash Parish Council
Community and Communications Working Party

Agenda for meeting on 25th October at 7pm

1. **Apologies for Absence**
2. **Disclosures of Interest**
3. **Minutes from the previous meeting**
4. **Updates**

The October/November Mailing.

Please read through the proposed letter and offer ways of improving it.

It can be accommodated on two sides of A4, which will keep down the cost of printing.

The mailing could also include the 'Burwash Community Groups' information, which would need 2 sheets of A4.

Should anything else be included?

To print: 3rd November

Help needed to put labels on envelopes and insert documents: w/c 7 November

Target date for distribution: 10th November

5. **Communications policy**

It has been suggested that we upgrade our Communications Policy.

Please note the attached document which was agreed in January 2021.

6. **AOB**

7. **Next Meeting: tbc: Thursday 1st December**