



### **Windlesham Parish Council**

Joanna Whitfield  
Clerk to the Council  
Tel: 01276 471675  
Email: [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk)  
Website: [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk)

The Council Offices  
The Avenue  
Lightwater  
Surrey  
GU18 5RG

17<sup>th</sup> July 2025

**To: Cllrs Malcaus Cooper, Stevens, Willgoss, Wilson, and Lewis**

**And all members of Council as nominated substitutes**

You are hereby summoned to attend a meeting of the Communications Committee to be held at Lightwater Library, 83A Guildford Road, Lightwater on **23<sup>rd</sup> July 2025 at 7:30pm** to act upon the under-mentioned business.

Yours sincerely

**Joanna Whitfield**  
**Clerk to the Council**

#### **MEETING INFORMATION**

Members of the public are invited to attend this meeting or if you wish to submit any questions or comment on any of the items on this agenda without attending, please email [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk) by midday on 23<sup>rd</sup> July 2025. Please note that all written submissions for public participation are limited to 150 words and where possible will be read aloud at the meeting, along with the name of the person submitting the comment. If you do not wish your name to be made public at the meeting, you must specify this to the Clerk in writing at the time of submission.

#### **AGENDA**

1. **To elect a Chairman and Vice Chairman of the Committee for the ensuing year**
2. **Apologies for absence**
3. **Declarations of interest:** Members to declare any interest, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for dispensations that accord with the Localism Act 2011 S33(b-e)
4. **Public question time**
5. **Exclusion of the press and public.** To agree any items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960
6. **To note the Committee's Terms of Reference**
7. **To review Social Media statistics**

8. **To consider future communications for the municipal year 2025-26** – opportunity for Members to bring forward suggestions for future communications.

9. **Communications Officer Update**

**Exclusion of the press and public - To exclude members of the public, including the press, for consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.**

**CONFIDENTIAL BUSINESS**