



Stratfield Mortimer Parish Council

Communications Committee Meeting

Meeting held on Tuesday 19th December 2017 in The Parish Council Office, 27 Victoria Road, Mortimer at 7:30pm

Present:

Councillors: Cllr. A. Richardson, Cllr. D. Kilshaw, Cllr P. Wingfield, Mr G. Bridgeman

Clerk: Haydn Selwyn-Jones (Clerk) & Lynn Hannawin (Admin Assistant)

Public/Press: None

Item		
17/19	Public Session: None	
17/20	To receive any apologies: Cllr. M. Dennett, Cllr. N. Carter, Cllr. K. Johnson, Cllr. L. Jones	
17/21	To receive any declarations of interest: None	
17/22	Minutes: Mr. G. Bridgeman raised the need to confirm the Fun Day date and to organise the rota details for manning the SMPC Stall.	
17/23	Parish Newsletter: The contents list, that had been compiled, was gone through and discussed and articles allocated. Mr. G. Bridgeman talked through his contributions and requested SMPC input to round off 2 of his articles. Mrs. L. Hannawin was requested to write an extra article relating to the Victoria Road Café parking issues.	
17/24	Facebook: Cllr. D. Kilshaw went through the statistics and highlighted the need to post items that are “newsworthy” to improve reach. The articles on Speeding resulted in a reach of 12,500, but the current posts are not maintaining that reach. The Clerk responded by advising that he needed input from Councillors on community items that should be posted when they were current. There had been no requests/suggestions for posts from Councillors for at least the last 6 months. Suggestions and Posts should be forwarded to The Clerk wherever possible in future.	
17/25	Website: Cllr. D. Kilshaw advised that progress on the new website was slower than expected. No statistics were available on current page stats.	

17/26	<p>2018 – 2019 Communications Plan:</p> <p>This needs to be progressed with a working group being established to move it on.</p>	
17/27	<p>Budget 2018 – 2019:</p> <p>No budget was formally discussed due the lack of a quorum, and it was requested that an extraordinary meeting be held to discuss and agree budgets on 4th January 2018.</p> <p>General discussion then took place highlighting several proposals for equipment, actions and events.</p> <ol style="list-style-type: none"> 1 SD Slot Display screens for publicising news possibly sited in Budgens and/or Baobab or the Café. 2 off @ £750 ea. 2 Projector and Screen for meetings and forums @ £4,000 3 New SMPC Website to be urgently finished 4 Communications Meeting on Projects to be held in March 2018 5 Make a SMPC presence at the Fun Day 7th July 2018 with Printing and Posters and refreshments @ £300 6 Hold 3 x Public Forum sessions in March, July and September 2018 @ Hall Hire - £25 ea., Printing - £250 ea. and refreshments - £100 ea. Dates to be published in Spring Newsletter 7 3 Newsletters to be published – February, June, October + 1 Special managed by a workgroup and sub-groups. A Communications meeting to be held 3 weeks before “drop-dead” dates for the Newsletters to confirm content. 	
17/28	<p>Other Matters:</p> <ol style="list-style-type: none"> 1 Need to investigate an “invite” process for Outlook 2 It was recommended not to run a trial with Twitter. 	
17/29	<p>Minor Matters for information only:</p> <p>None</p>	
17/30	<p>Items for Communication:</p> <p>None</p>	
17/31	<p>Future Agenda Items:</p> <p>None</p>	
	<p>The meeting closed at 09:20pm</p>	