



Stratfield Mortimer Parish Council

Communications Committee Meeting

Meeting held on Tuesday 28th August 2018 in The Parish Council Office, 27 Victoria Road, Mortimer at 7:30pm

Present:

Councillors: Cllr. D. Kilshaw (Chairman), Cllr. M. Dennett, Cllr. K. Johnson, Cllr. T. Reade

Clerk: Lynn Hannawin

Public/Press: There was one member of the public present and no members of the press.

Item		
18/19	<p>Public Session:</p> <p>Mrs D. Morsley attended as a representative of the Mortimer Village Partnership (MVP) to discuss the joint delivery system for the MVP and Parish Council newsletters as per agenda item 18/27. Mrs Morsley explained the current rota system for arranging voluntary deliverers using Dropbox/email and requested that the Parish Council provide at least one representative to assist with managing this responsibility. The next MVP newsletter is due to be delivered, at the latest, the second weekend of October.</p> <p># 18/27 It was AGREED for Cllr. D. Kilshaw to liaise with Cllr. A. Richardson and the MVP to further review the situation.</p>	
18/20	<p>To receive any apologies for absence:</p> <p>Cllr. N. Carter, Cllr. A. Richardson. Co-opted Member: Cllr. G. Bridgman.</p>	
18/21	<p>To receive any declarations of interest:</p> <p>None</p>	
18/22	<p>To receive and approve the minutes for the Communications Committee meetings held on Tuesday 27th February 2018:</p> <p>The minutes were received and APPROVED to be signed as a true record of the meeting.</p>	
18/23	<p>To agree the Co-option of Mr. T. O'Connor to the Communications Committee:</p> <p>It was AGREED unanimously for Mr. T. O'Connor to be co-opted to the Communications Committee.</p> <p>The Clerk will write to inform Mr. T. O'Connor of the decision.</p>	Clerk
18/24	<p>To review the Communications Committee's budget spend for the 2018-2019:</p> <p>The Budget has been amended to reflect that the purchase of the projector which was made in 2017/2018.</p> <p>Further adjustments can be made to pay for newsletter deliveries if required. Deliveries can be agreed with the Clerk.</p>	
18/25	<p>To discuss and plan the public forum meetings:</p>	

	<p>Cllr. D. Kilshaw proposed that the next public forum should be based around the topic of public footpaths and should run in November. It was AGREED to proceed this by seeking the involvement of the Roads, Footpaths and Commons Committee, with Cllr. K. Johnson liaising with each committee.</p> <p>Biodiversity was identified as a possible topic for a future forum.</p>	<p>DK KJ</p>
18/26	<p>To review the SMPC's Fun Day presence, 7th July 2018:</p> <p>The stand was well attended with many of the discussions revolving around speeding in the village.</p> <p>Overall positive feedback was received with regards to the communication of the Parish Council.</p> <p>A request for a change in the speed limit and the introduction of additional signs at the end of Drury Lane was received. This will be passed onto Roads, Footpaths and Commons.</p>	<p>Clerk</p>
18/27	<p>Parish Newsletter:</p> <ul style="list-style-type: none"> To receive an update on the newsletter process: <p>To assist with obtaining newsletter content in a timely manner, it was AGREED for Cllr. D. Kilshaw to write a bullet point list of the process, including deadlines. It was AGREED for the Parish Office to purchase Microsoft Publisher to aid with the production of the newsletter.</p> <ul style="list-style-type: none"> To review and plan the next newsletter. <p>The delivery date of the next newsletter is the 13th/14th October and content is required by the 14th September. It was AGREED for Cllr. D. Kilshaw to email the committee Chairman, requesting contributions for the newsletter to be brought to the Finance and General purposes Committee meeting on the 4th September. Cllr. D. Kilshaw and the Clerk will devise a list of current newsletter items.</p>	<p>DK Clerk DK DK/ Clerk</p>
18/28	<p>To receive an update on Facebook and the Website:</p> <p>Cllr. D. Kilshaw reported that the number of Facebook "likes" are currently down, which is probably seasonal. Interest in the Facebook page continues to spike when an interesting post has been made. The Google Analytic reports on the website, received from Vision ICT, show a steady rise in the web sessions and page views and new users to the site.</p>	
18/29	<p>Other matters:</p> <ul style="list-style-type: none"> Update on global calendar and group contact features for SMPC email system. Cllr. D. Kilshaw will set up the Global Calendar on the Parish Office systems. It is not possible to have group contact features with the current SMPC email system. Twitter trial. Further to a discussion, it was AGREED to not to proceed with Twitter. 	<p>DK</p>
18/30	<p>Minor Matters for information only:</p> <ul style="list-style-type: none"> The Clerk reported that the minutes from the Communications Committee meetings that took place on the 19th December 2017 and 4th January 2018 are now available and will be brought to the next meeting. Cllr. M. Dennett reported that nationwide Beacon Lighting ceremonies are being planned to commemorate Armistice Day and the 100th anniversary of the end of WW1. He will contact the Royal British Legion and St John's Church to establish their plans for the commemorations. 	

	<ul style="list-style-type: none"> • Cllr. T. Reade reminded the committee that the Parish Council Planning Day will be taking place on Tuesday 23rd October and that each committee needs to think about goals and objectives. 	
18/31	<p>Items for communication:</p> <p>These will be covered in the forthcoming newsletter.</p>	
18/32	<p>Future Agenda Items:</p> <ul style="list-style-type: none"> • Communications Committee and how this should be organised moving forward. • SMPC Blog. 	
	The meeting closed at 8:45pm	