



## Stratfield Mortimer Parish Council

### Communications Committee Meeting

Meeting held on Tuesday 27<sup>th</sup> February 2018 in The Parish Council Office, 27 Victoria Road, Mortimer at 7:30pm

**Present:**

Councillors: Cllr. A. Richardson (Chairman), Cllr. N. Carter, Cllr. D. Kilshaw, Cllr. P. Wingfield. Co-opted Member: Cllr. G. Bridgman

Deputy Clerk: Lynn Hannawin

Public/Press: None

Item		
18/5	<b>Public Session:</b> None	
18/6	<b>To receive any apologies for absence:</b> Cllr. M. Dennett, Cllr. K. Johnson	
18/7	<b>To receive any declarations of interest:</b> None	
18/8	<b>To receive and approve the minutes for the Communications Committee meetings held on Tuesday 19<sup>th</sup> December 2017 and Tuesday 4<sup>th</sup> January 2018:</b> The Minutes are not currently available but are in the process of being prepared.	Clerk
18/9	<b>To review the Communications Committee's budget spend for the year 2017-2018 and 2018-2019:</b> <b>2017/2018.</b> The new laptop has been purchased and it was <b>AGREED</b> that the printer can be bought immediately. The options for the projector are being presented at Full Council on the 8 <sup>th</sup> March and it can then be purchased accordingly. <b>2018/2019.</b> The budget items identified to date are the cost of the 4 newsletters and the cost of hall hire for the proposed forums.	Deputy Clerk
18/10	<b>To review the communications plan for 2018-2019:</b> This was noted at the meeting on the 19 <sup>th</sup> December 2017 and will consist of 4 newsletters, including a special edition and 4 forums.	
18/11	<b>To discuss and plan the forum for the Annual Parish Meeting, 30<sup>th</sup> April 2018:</b> Cllr. D. Kilshaw summarised what has happened to date. The content for the Correx boards is being prepared and Cllr. D. Kilshaw will forward this to other Committee Members for feedback. A final round of SID in March and the current electronic recording wires by the entrance to Tower House, should provide additional information. It was <b>AGREED</b> for Cllr. D. Kilshaw and P. Wingfield to review the final draft of information to be presented.  The Annual Parish Meeting will be promoted via the website and Facebook and noticeboards. Seven days' notice has to be given in written form. It was <b>AGREED</b> for Cllr. N. Carter to design a poster and Correx board for the Fairground fence	DK  DK/PW

	and Cllr. A. Richardson and Cllr. N. Carter to redesign an information exchange flyer which will be printed in the office.	
18/12	<p><b>To discuss and plan the SMPC's Fun Day presence, 7<sup>th</sup> July 2018:</b></p> <p>Ideas for the Fun Day were discussed, and it was <b>AGREED</b> for Cllr. A. Richardson to form a working party to plan and organise the Fun Day requirements. Cllr. A. Richardson will raise the need for Councillors to man the stall under Minor Matters at the Full Council meeting on the 8<sup>th</sup> March. The Deputy Clerk will book the pitch.</p>	<p><b>AR</b></p> <p><b>AR Deputy Clerk</b></p>
18/13	<p><b>Parish Newsletter:</b></p> <ol style="list-style-type: none"> <li><b>To receive an update on the newsletter process.</b> Cllr. A. Richardson gave an update on the Spring Newsletter for which positive feedback has been received. Cllr. D. Kilshaw reported that many newsletter items had not been received in a timely manner and had therefore been left out. Items need to be received at least three weeks prior to going to press.</li> <li><b>To review and plan the next newsletter.</b> it was <b>AGREED</b> for Cllr. A. Richardson to compile a list of topics and for the Deputy Clerk to add a standard agenda item for every committee meeting, identifying items for the next newsletter. This will also be added to the agenda for the April Full Council meeting. Deadline for copy for the next newsletter is Friday 27<sup>th</sup> April.</li> </ol>	<p><b>AR Deputy Clerk</b></p>
18/14	<p><b>To receive an update on Facebook and the Website:</b></p> <p>Cllr. D. Kilshaw reported that the Facebook "likes" are slowly rising and have spiked at around 1500 when an interesting post has been made. The website remains a work in progress.</p>	
18/15	<p><b>Other matters:</b></p> <ol style="list-style-type: none"> <li><b>Update on global calendar and group contact features for SMPC email system.</b> 365 cannot be currently employed because it is too expensive. Cllr. D. Kilshaw proposed that a Google Viewing Calendar is introduced. This was seconded by Cllr. A. Richardson and <b>AGREED</b> unanimously. Cllr. D. Kilshaw will present the Viewing Calendar at Full Council on March 8<sup>th</sup>. Cllr. D. Kilshaw can assist any Members with using Group Contacts.</li> <li><b>Invite meeting process.</b> This cannot be introduced until a new email system is in place.</li> <li><b>Twitter trial.</b> The pros and cons of using Twitter were discussed and it was <b>AGREED</b> to carry this forward to be considered in the future.</li> </ol>	<p><b>DK</b></p>
18/16	<p><b>Minor Matters for information only:</b></p> <p>None</p>	
18/17	<p><b>Items for communication:</b></p> <p>None</p>	
18/18	<p><b>Future Agenda Items:</b></p> <p>None</p>	
	The meeting closed at 09:03pm	