



## Stratfield Mortimer Parish Council

### Communications Committee Meeting

Meeting held on Tuesday 2<sup>nd</sup> February 2016 in The Parish Council Office, 27 Victoria Road, Mortimer at 7:30pm

**Present:**

Councillors: Cllr. A. Richardson, Cllr. M. Dennett, Cllr. J. Earl, Cllr. N. Carter, Cllr. C. Lewis

Clerk: Haydn Selwyn-Jones (Locum Clerk)

Public/Press: None

Item			
16/22	<b>To receive any apologies:</b> Cllr. P. Blagden		
16/23	<b>To receive any declarations of interest:</b> None		
16/24	<b>Matters arising from Minutes of meeting held on 5<sup>th</sup> January 2016 (not covered by specific agenda items), received and adopted at Full Council under Item 15/264 on 14<sup>th</sup> January 2016</b> The Clerk reported that, in accordance with Item 16/18, a quote had been obtained from our printers for the printing of the Newsletter with colour printing of the front cover, which based on the numbers currently printed was £520. It was <b>AGREED</b> that this should be proceeded with. The Clerk also reported that the information requested to be sent to Mr David Kilshaw had been emailed on the 7 <sup>th</sup> January 2015		
16/25	<b>Parish Newsletter:</b> It was requested that the contributors of articles for the Newsletter should be chased up by the Clerk and contributions be sent to Cllr. A. Richardson and copies to Cllrs, M. Dennett and J. Earl. After discussion it was confirmed that along with articles proposed at the last meeting, the lead/front page article could be the installation of the Fish Weir on the River Kennet and an article needed to be drafted regarding the fresh consultation on the extra budget savings being discussed by West Berkshire Council. The Clerk expressed his concerns at the workload that was being expected of the Clerk with regard to the Newsletter and other aspects of communications, as the appointment was purely as a Locum working 3 days a week and there was little time available to assist with the Newsletter alongside all the other work that was having to be done in order to maintain the functioning of the Parish Council.	ASAP	Clerk  NC Clerk/ MD
16/26	<b>Facebook:</b> In the absence of Mr. D. Kilshaw, Cllr. N. Carter then led a discussion regarding the Parish's Facebook page. The current stats. for the month of January showed that there had been: Total Page Likes:     231		

	<p>Max people reached: 926</p> <p>The increase in regular posts has clearly shown a positive result and more posts were discussed.</p> <p>It was specifically highlighted that Facebook, along with Website should contain a post on the fresh 3 week consultation period being launched by West Berkshire Council on 15<sup>th</sup> February 2016 on proposed further savings that need to be made.</p>	1 15 <sup>th</sup> Feb	NC
16/27	<p><b>Website:</b></p> <p>Mr. D. Kilshaw had given a prior verbal report that he had not been in contact with Vision ICT regarding the scope for development of the website and would do so when able.</p> <p>It was reported that all minutes were up to-date on the website and the Home page had fresh items on it.</p> <p>The need to keep pages up to-date was stressed.</p> <p>Cllr. M. Dennett reported that the War Memorial Book was going through final proof reading and would be ready shortly to go on the website. It was agreed that an article on this should be included in the Newsletter.</p> <p>It was requested that the Clerk should collate the Google Analytics for the Website if possible.</p>		MD  Clerk
16/28	<p><b>2016 Communications Plan:</b></p> <p>Cllr. J. Earl reported that most requested responses had been received and presented the schematics of the current consolidated sheet.</p> <p>It was seen that this would be a very useful tool to manage Parish and Community events, but needed to be in both an open form for public viewing and in a closed form for the Clerk and Councillors to make use of.</p> <p>The Master copy would be held by the Clerk, but the Clerk needed to consider secure access arrangements for Councillors to view it and add fresh events.</p> <p>Cllr. J. Earl will tidy up and re-circulate</p>		Clerk  JE
	The meeting closed at 09:05pm		
	The next meeting would be Tuesday 5 <sup>th</sup> April 2016		

**Article List for March Parish**

DRAFT