



Stratfield Mortimer Parish Council

Communications Committee Meeting

Meeting held on Tuesday 5th January 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: Mr. D. Kilshaw (by invitation)

Item			
16/15	To receive any apologies: Cllr. P. Blagden		
16/16	To receive any declarations of interest: None		
16/17	Matters arising from Minutes of meeting held on 1st December 2015 (not covered by specific agenda items), received and adopted at Full Council under Item 15240 on 10th December 2015 None		
16/18	Parish Newsletter: There had been no feedback using the reply sheet – seen as nothing contentious had been issued. Some delivery delays had been experienced and not sure why. None were in the Library or the Parish Office. Following discussion it was confirmed that the Spring Newsletter needed to be delivered by 5 th /6 th March 2016 and a programme timetable was set out to do so. Discussion also took place about enhancing the front cover page to be in colour and glossy or just in colour. It was requested that the Clerk should contact the printers to quote. Subject topics were then discussed to ensure plenty of content.	5 th /6 th Mar 14 th Jan	All Clerk
16/19	Facebook: Mr. D. Kilshaw then led a discussion regarding the Parish's Facebook page. The current stats. for the month of December showed that there had been: Total Page Likes: 221 Max people reached: 346 It was considered that a 4 month trial was needed to show the influence that Facebook could deliver, but more posts are needed and discussion took place on how regular, short posts of subject extracts from Council papers and snappy news items could be of benefit. All agreed to scan papers for such extracts and news items and forward to Cllr. N. Carter and Mr. D. Kilshaw to post.		NC/DK

16/20	<p>Website: Mr. D. Kilshaw gave an update on the lack of progress in contacting Vision ICT regarding the ability to change the structure of the website to deliver the proposals suggested by Cllr. N. Carter's review report, using an award winning Parish Council's website as an example, in that the contact information had not been supplied.</p> <p>Further discussion on Cllr. N. Carter's proposals were deferred subject to contact by Mr. D. Kilshaw with Vision ICT.</p> <p>Mr. D. Kilshaw left the meeting at 8:47</p>	7 th Mar	Clerk
16/21	<p>2016 Communications Plan: Cllr. J. Earl presented his proposals to use an Excel spreadsheet to map out and plan the Council's communications programme of events and Council meetings.</p> <p>It was discussed and AGREED that this would be a very useful tool and needed to be populated and used by all members of the Communications Committee to manage key communications as required. The initial population needed to be completed by 22nd January and fed back to Cllr. J. Earl so that the consolidated sheet was available for the next committee meeting.</p>	22 nd Jan	All
	The meeting closed at 09:15pm		
	The next meeting would be Tuesday 2 nd February 2016		

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