

SMPC Communications Committee

Minutes of Meeting held on 28th July 2015 in SMPC Office

Those present:	Apologies:
Andrew Richardson (AR) Chairman Nick Carter (NC) Austin Colaço AC	Julian Earl (JE) Arrived 7.50 pm Chris Lewis (CL) Mike Dennett (MD)
Peter Blagden (PB)	

Meeting Commenced	7.35 pm
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#	Agenda Item	Update	Action Required	Resp	Due
1	To receive any Apologies	1. As above	Not applicable	n/a	n/a
2	To receive any Declarations of Interest	1. None	Not applicable	n/a	n/a
3.	Matters Arising a	1. Financial Update 2. Format and style of newsletter 3. Future articles 4. Procedures to deal with correspondence See items below	Not applicable	n/a	n/a
3.1	To receive financial update for 2015	1. AR informed the meeting that the SMPC full meeting had approved the transfer of £2,000 budget for “software and web design “ to the Communications Committee None	Not applicable	n/a	n/a

#	Agenda Item	Update	Action Required	Resp	Due
3.2	Form and Style of Newsletter (including timetable) and original Item 4 on the agenda (agree new newsletter)	<ol style="list-style-type: none"> 1. NC will act as overall articles collator and the deadline for articles to him was set at Sunday 9th August. 2. NC will circulate draft newsletter to Comms Group 3. The meeting agreed to provide final comments to NC 4. Final Newsletter to be sent to the printer – MD to agree with printer 5. MD to confirm with printer delivery dates 6. MD to confirm dates with Distribution Group 7. The Committee confirmed the following articles to be included in the Newsletter (based on minutes of meeting held on 7th July) <ol style="list-style-type: none"> I. Annual Paris Meeting II. Update on NDP III. Election results and pictures IV. Committee Structures V. Highlights of SMPC activity VI. Photos and article on John Mordent – VII. Cemetery (article to be held) VIII. Relief in need (article to be held) IX. Flailing of Gorse X. Future events XI. Forward Plan 8. Agreed that MD will be overall editor 	<p>Completion of articles</p> <p>Circulation of draft newsletter</p> <p>Final comments</p> <p>Print copy to be sent</p> <p>Final Newsletter to SMPC</p> <p>Copies to Distribution Group</p> <p>MD to complete</p> <p>MD to Chase PW</p> <p>MD and NC to include new election</p> <p>JE to prepare</p> <p>CL to prepare</p> <p>AC to send photos to NK – MD to ask NK to write article NC and AC</p> <p>AR to contact PB</p> <p>MD to provide</p> <p>JE to provide</p>	<p>All</p> <p>NC</p> <p>All</p> <p>MD</p> <p>MD</p> <p>MD</p> <p>MD</p> <p>MD</p> <p>MD</p> <p>MD/NC</p> <p>JE</p> <p>CL</p> <p>AC/NK/MD</p> <p>AR</p> <p>MD</p> <p>JE</p>	<p>9/8</p> <p>14/8</p> <p>16/8</p> <p>24/8</p> <p>1/9</p> <p>3/9</p> <p>14/8</p> <p>14/8</p> <p>14/8</p> <p>14/8</p> <p>14/8</p> <p>14/8</p> <p>14/8</p> <p>14/8</p> <p>14/8</p> <p>Dec</p>
3.3	Future articles for inclusion	<ol style="list-style-type: none"> 1. Agreed that all members to provide ideas for future articles. Also agreed that there could be a feature article or leader. Some suggestions that have been made are: <ol style="list-style-type: none"> I. Cemetery II. Relief in Need III. LED lighting IV. Frequently asked questions V. Queens Celebration VI. Communications plan 	All members to come up with ideas for inclusion in the newsletter	All	28/7 28/7
3.4	Procedures to deal with Correspondence	<ol style="list-style-type: none"> 1. Following on from the last meeting it was unanimously agreed that for all correspondence a considered reply be provided no later than 5 working days after receipt. 	<ul style="list-style-type: none"> • Advise SMPC full council 	MD	10/9

#	Agenda Item	Update	Action Required	Resp	Due
4	Update on research into other media channels	<ol style="list-style-type: none"> 1. Following on from the last meeting feedback was provided on research into other media channel. 2. AR had accessed CPALC archive but it required subscription – AR to investigate whether SMPC as subscription. MD commented that much of CPALC material was not high quality. 3. MD updated the committee on Website hits. MD recommended that a monthly report would be best and this required SMPC to open a Google account. This was unanimously agreed 4. NC had looked at the Burghfield PC site and had spoken to the Clerk about use of Facebook. NC reported that that overall Burghfield PC's experience was that maintenance was not too onerous and was relatively low maintenance. Burghfield used Facebook for outward communication mainly. 5. CL reported that he had looked at three councils who were using Facebook. CL reported that the volumes were low with outgoing messages being more than incoming generally. 6. After some discussion it was propose that SMPC recommend opening a Parish Council Facebook Account for a trial of 6 months. 5 voted in favour and CL voted against. NC volunteered to assist with any technical implementation issues. 	<p>Not urgent at this stage</p> <p>MD to open Google Account</p> <p>AR to propose to SMPC full council</p>	<p>MD</p> <p>AR</p>	<p>10-9</p> <p>10/9</p>

Date of next meeting	TBA			
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Meeting Closed	9.07 pm
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Andrew Richardson
Chairman-Communications Committee

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Date