



Stratfield Mortimer Parish Council

Communications Committee

Minutes of Meeting held on Wednesday 23rd January 2013 in The Parish Office, Victoria Road, Mortimer at 1:30 pm

Present:

Councillors: M Dennett (Chairman), P Blagden, D Morsley, A Colaço

Clerk: Mrs J Kirk

Public/Press: None

1. **To receive Apologies:** Cllr P Wingfield
2. **To receive any Declarations of Interest:** None
3. **To discuss content and timetable for the next edition of the Newsletter:**
It was agreed that the delivery of the next edition of the Newsletter would be delivered to households during the weekend of the 12th/13th February. Articles will need to be with the Clerk on the 24th January. The final version will need to be sent to the printers by the 6th February. The Committee discussed and agreed the subjects to be included.
4. **To agree a schedule for future editions of the Newsletter:**
It was agreed that in order to meet the requirement for Quality Status in future there will be four editions of the Newsletter each year and the approximate timings will be late April, early June, early October and late January.
5. **To consider changes to the Parish Council website including information/quotations from alternative providers:** Cllr Dennett went through information on alternative websites that had been previously circulated. It was unanimously agreed to recommend to the full council at the meeting on the 14th February that a new Parish Council website be purchased from the provider Vision ICT at an initial cost of £525 plus VAT with an annual cost from year two or £215 plus VAT to cover hosting, support and updates. This will include hosting of the Council's email account.

A specification for the new website will be drawn up in conjunction with the Communications Committee and then be brought to the Council. The Clerk is to contact John Hannawin of I-next to thank him for his help and support with the current website over many years.

Meeting closed at 2:45 pm.