

Communications Working Group

Note of meeting 27 May 2023 (via Teams)

Present: Graham Bridgman, Nick Carter, Dave Kilshaw, Danusia Morsley

- 1 GB elected Chairman (proposed by DK, seconded by DM).
- 2 NC needed to leave meeting – he offered to continue editing articles, work on social media and produce article about the Volunteer Bureau.

NC left meeting.

- 3 Schedule leading up to delivery of next PC newsletter discussed:

- 3.1 Copy deadline: 9 June;
- 3.2 Compilation (Bernise) by (say) 19 June for delivery to printers (Oliver Signs);
- 3.3 Sorting bundles for provision to MVP by 28 June;
- 3.4 Delivery to public between 30 June and 11 July.

- 4 Discussion re overarching plan to line up PC and MVP deliveries, to include SMPC getting involved in organisation and deliveries (helping delivery cascade to deliverers, keeping route numbers up to date, etc). GB to contact MVP (Chris Morsley, Doug Overett) re long term joint delivery.

(Nb – adding councillors as standby route deliverers to be available for last minute deliverer fails would be a good time saver.);

Action: GB

- 5 Production of newsletter:

- 5.1 List of articles proposed at full council (and repeated in DM email) was reviewed and allocations as below agreed (articles to be with photos wherever possible):
 - 5.1.1 Coronation event - DK to draft, GB to review;
 - 5.1.2 Details of new council - Bernise/Lynn;
 - 5.1.3 Dates of meetings - Bernise/Lynn;
 - 5.1.4 Purpose of the working parties - Michael;
 - 5.1.5 Cycleway/footpath - DM;
 - 5.1.6 Neighbourhood Plan - NC (to liaise with Jo Wines and Ana Binz);
 - 5.1.7 Thoughts from an outgoing chairman – Mike;
 - 5.1.8 Annual Parish Meeting - Mike with references to Thames Water Sewerage (Mike)

and Greening (Amanda – to also pick up on the orchard?);

- 5.1.9 Windmill Court – DM;
- 5.1.10 Start of a series on outside bodies SMPC has representation on, starting with the Volunteer Bureau – NC (nb need to liaise with Julia Cooper at MVP since they may also be doing something in the MVP newsletter and we don't want duplication [possibly simply a signpost in the SMPC article to the MVP article?]).

- 5.2 GB to send out an email to all councillors with list above, reminding of copy deadline and emphasising need for photos, illustrations, etc. Authors asked to email GB, and cc Bernise.

Action: GB/Authors

- 5.3 GB to edit each article as necessary, agree with authors, and cc Bernise.

Action: GB

- 5.4 Bernise to save in Sharepoint and compile into print ready draft. GB to review when complete. Bernise to process with Oliver Signs as previously.

Action: GB/Bernise

- 5.5 GB to discuss with Bernise booking the print run with Oliver Signs as much in advance as possible (ie initial booking, then formal booking when number of pages known). (Agreed that it would be beneficial to inform Oliver Signs of the intention to line up PC and MVP timings in the future.)

Action: GB/Bernise

- 6 The Communications and Social Media policies need to be reviewed; the latter to be an appendix to the first (with future appendices, eg a re-write of the Facebook Policy). GB will look at the Communications Policy and ask NC to start looking at Social Media policy. and himself look at Communications policy.

Action: GB/NC

- 7 Future items:

- 7.1 Review ToR of this group.
- 7.2 DK suggested we consider a monthly social media letter from the parish (GB suggested this is "from the Chairman") to summarise what SMPC has been up to and highlight WBC activity which is relevant. DM agreed this would be beneficial in increasing public visibility which is on her agenda.
- 7.3 Website biographies of councillors with photos to be compiled?

- 8 Next meeting – a wash-up and review once the newsletter is out and delivered.