

# Communications Group Minutes 22<sup>nd</sup> April 2021 – 7.00PM Virtual meeting

## AGENDA ITEMS

Present:

Jose Castro (Chair)  
Peter Spearink  
David George  
Stuart McPhee

JC welcomed SMP to the group and thanked him for joining it.

### 1. Apologies

Bradley Gartan

### 2. Minutes of previous meeting 30<sup>th</sup> March 2021 – 7.00PM Virtual meeting

Approved

### 3. The Annual Report

#### a. 8 or 12 pages

JC showed the initial distribution whether the Full Council went either for an 8-page Annual Report or a 12-page Annual Report. The different quotations were revisited and discussed again. It is clear that space will be very tight due to abundant literature submitted, and the group agreed that the best solution would be a 12-page report, in order not to have to cancel some of the sections.

#### b. Councillor bios

#### **ACTIONS NEEDED**

All councillor biographies had been handed although some needed changes. The length of the texts were analysed and discussed, and how they will fit the present format.

JC and SMP to go through the biographies, proofread and trim them to the right size.

#### c. Groups reports

#### **ACTIONS NEEDED**

Most groups had submitted their reports. Length of texts were discussed, as well as the formatting. SMP suggested adding at the beginning of each text a description of what the group is for and to add, next to the name of the group, the name of the chair. The idea was approved by all.

JC and SMP to go through the texts, proofread and trim them to the right size.

PR to remind the Youth Club to submit a text.

DG to ask The Men's Shed and the Women Institute to submit a text.

JC to remind the office of information required about finance, attendance, meeting dates and services, as well as the Clerk's report.

#### d. Pictures

#### **ACTIONS NEEDED**

Some groups are missing pictures.

PS to remind the Payback Team to submit photos.

SMP to take photos of new estates and Sainsbury's

PR to take photos of graveyard and to ask the office staff for possibility of group photo.

JC to ask cllr. JB for photos about Speedwatch and to gather photos for GSG.

### 4. Village Update

#### a. Next edition: articles

This item will be dealt with in future meetings.

PS suggested an article asking residents about information and photographs about school and village during WW2 and post war, in order to collect them for a future Museum in one of the spaces that will be available in the air raid shelter.

### 5. Communications strategy

JC attended a Communications Strategy meeting that had a lot of information. Subsequently contacted KALC for examples of good strategies and received plenty of literature. JC to go through literature and design a plan of action.

**6. Photographic contest**

**ACTION NEEDED**

JC informed that the Clerk had informed us that selling a calendar was not possible due to different legal matters. For the moment we have to discard creating the calendar, but we will explore the idea of asking groups such as The Men's Shed and The Women Institute if they would be interested. DG to communicate this to those two groups.

**7. Parish Magazine: events section**

JC clarified that there had been a misunderstanding regarding the information about the Parish Magazine discussed on a previous meeting. The Parish has a space reserved in the Parish Magazine. At the moment Jean kindly fills it up with appropriate information about services and advice for residents. The group likes the information that the page provides but will think of possible ideas. One suggestion is to include information about how to report potholes, too.

**8. AOB**

None

**9. Next meeting date**

19<sup>th</sup> May 8pm