

## Communications Group

CG-1718-001

Notes of the Meeting held on Tuesday 30 May 2017 from 19:30 to 21:00

**Present:** Parish Councillors Ashby, Lain-Rose, Reardon and Riordan.

### 1. Apologies for Absence

It was noted that apologies for absence had been received from Parish Councillor Burnham. During the meeting a message was received from Parish Councillor Claridge to advise he could not attend.

### 2. Communications Group

The Group, as discussed at the Full Council meeting on 15 May 2017, is confirmed as Parish Councillors Ashby, Burnham, Claridge, Lain-Rose, Reardon and Riordan.

Parish Councillors Buller and Whittle had decided to stand down from the Group. The Group would like to thank both and especially Parish Councillor Buller who has been part of various groups managing the village website since its creation in July 1999.

### 3. Annual Report

The final draft had been agreed with the typesetter and the hi-res PDF had been sent to the printers. We are waiting on delivery dates. The additional items, being the Carnival & Fete and Health Centre publications were now with the Parish Office. Parish Councillor Reardon to check with the Parish Clerk for delivery date of our report and next step to engage the delivery company to deliver the items. It would be useful to have things delivered week commencing 05 June 2017, but that may be too soon.

### 4. Village Update

The scheduled delivery of the next Village Update would have been the 17 July. Working back this would mean copy date for any info would need to be around 20 June. It was discussed if the Parish needed one or could it be reduced to 2 pages. Further discussion noted the contents would probably include; primary school parking, playscheme, wimpey field, railway tavern, payback scheme and carnival and fete. Parish Councillor Reardon would seek advice from the Parish Clerk to see if an item could be added to the Parish Council agenda to decide and invite content asap. Delivery of future updates is still not confirmed. Whilst the Parish Clerk has the ear of the delivery company for the Annual Report it would make sense to seek a quote for future Village Update deliveries three times a year. The next delivery dates were around 17<sup>th</sup> July and 23<sup>rd</sup> October.

# Staplehurst Parish Council

## 5. Facebook

The training received was considered very good and explained various issues we were seeing. During the training held in April 2017, it was discussed that a number of people from the Group would have editorial rights to the Facebook Page to assist in adding information and monitoring and discussions that take place. Parish Councillors Ashby, Claridge, Reardon and Riordan have access and are happy with the functionality. It's the Group's view to share any community or private event that would benefit the community, plus any important news that needs to go out quickly. Indeed, the fastest read item over the last few weeks was the thefts at the Village Golf Club in Clapper Lane. That said a majority of posts have been met with huge support and comments from the public have been mostly positive.

## 6. Parish Website

No changes have been made to the website in recent months apart from the Latest News Page. The Parish Clerk and Deputy Clerk & Finance Officer update the page and a member of the Communications Group shares items on the Parish Council Facebook Page. The Parish Clerk and Deputy Clerk & Finance Officer can add items to the Facebook Page if they wished using the office logon details held with the Parish Clerk.

Parish Councillor Lain-Rose did demonstrate an alternative website that the Parish Council may like to consider. It was a new free website hosting platform and had many interesting features, including a portal to search for planning applications via a google map image. This was very interesting and all who attended thought it would be a much-liked application on any future website. Parish Councillor Lain-Rose requested more time to add content before he could showcase it to the Parish Council but the Group thanked him and requested he carried on with his good work.

## 7. Date of Next Meeting

The next meeting will be held on 04 July 2017 at 19:30.