

Communications Group Agenda 20th May 2021 – 8.00PM Virtual meeting

AGENDA ITEMS

Present:

Jose Castro (Chair)
Paddy Riordan

1. **Apologies**

DG, PS, SMP, BG, JG

2. **Minutes of previous meeting 22nd April 2021 – 7.00PM Virtual meeting**

Approved

3. **New members and election of chair**

Postponed till next meeting due to low attendance.

4. **The Annual Report**

a. **Final version:**

FOR NOTING

Final version was being finalised and it would be ready for distribution according to the schedule. JC had been meeting with Paxman on two occasions to coordinate the new design.

b. **Distribution**

FOR NOTING

A combination of volunteers and councillors will carry out distribution from the beginning of June. The office will organise the routes. JC to re-distribute the rural area, in 6 feasible routes, as it is a huge task for a single person, even though Cllr. Gartan had expressed his intentions to carry it out by himself. A number of councillors will collaborate to distribute this rural area.

5. **Village Update**

a. **Design**

FOR NOTING

Michele, from Paxman, suggested to modernise the design of the Village Update in line with the Annual report. It is something that we need to consider. We may want to submit our articles for the following issue a bit earlier to allow this. Around the beginning of August.

b. **Articles**

ACTIONS NEEDED

There are some articles either already written or planned for next issues:

Street Names IV – PS (final?)

War memorials - PS

Women's Institute - JC

Defibrillators – JC

News from the past – JC

Greener Staplehurst – DG (Title suggestion by PR: "The Parade – What a difference two years make)

Responsibility for cleaning ditches (?)

Clean-up (?)

COVID help from a resident's perspective (LV – a volunteer)

There are a number of high-impact news that have either taken place or will do in a near future. They could be an opportunity to enhance the profile of the Parish Council:

JFMC Car Park -

Village Gateway Signs Planters – in progress

New Village/Annual Update magazine - in progress

Cranbrook Road improvements -

Paint Library – in progress

Southern Water drainage improvements – in progress

the telephone box - Pending

the summer play scheme -

6. AOB

ACTIONS NEEDED

There are two important awards that we must consider to promote adequately (photo and video):

1 – Council Awards

2 – KALC Award:

- For this award, PR is going to prepare a certificate similar to the original but produced by the PC in quality paper to hand a copy to every COVID-19 volunteer.
- The 5th of June was proposed for a small presentation of the Award to a selection of Volunteers (due to COVID-19 restrictions) but PR and JC recommend against it, as we want to include the whole group of volunteers. Hence, we consider it is better to wait until the restrictions are lifted and are allowed to have high numbers of attendees.
- JC to write to all volunteers to make them aware of the Award and of our intentions to celebrate it when there is an opportunity.

7. Next meeting date: 24th June, 8pm

Forthcoming high impact news:

- JFMC Car Park
- Village Gateway Signs Planters
- New Village/Annual Update magazine
- Cranbrook Road improvements
- Paint Library
- Southern Water drainage improvements
- the telephone box
- the summer play scheme