

Communications Group Agenda 28th July 2022 – 8.00PM – Zoom Meeting

AGENDA ITEMS

1) Apologies

Peter Spearing (PS), Paddy Riordan (PR)

2) Minutes of previous meeting 30th June 2022: outstanding actions from previous minutes FOR NOTING

Contact Kent Online/Kent Express (SM): more information below.

Publicising Flood warning (Office) and New Councillor poster (JC): Flood warning not essential this part of the year. We will readdress this in Autumn. New Councillor posters ready. Four main models with slight different versions. 13 in total.

Logo publications (JC): more information below.

Exploring Office 365 or similar (Office): Meeting to be held with the office team in order to explore the best way to improve our software resources. Scheduled for 23rd August.

Checking when contract expires (Office): the contract is ongoing so we can cancel after giving notice. We own the domain so that will make any change easier.

Asking groups if they wish to be acknowledged in our publications (Office): office to contact groups exploring their interest.

3) KALC Celebration

ACTIONS NEEDED

JC to Message to volunteers, coordinators, sponsors, office team, councillors (Parish, Borough, County), prepare certificates, possibly a powerpoint (if facilities available).

Speeches by PR, JC and volunteers

PR to deal with the financial side of things: volunteers and partners free, councillors and partners £10 each.

4) The Logo

FOR NOTING

The group agreed to take it slowly as there is a lot to analyse and at this moment we are focusing on the Annual Report. Word clouds for the two first questions have been published. The third one to come.

5) Kent Online/Express

FOR NOTING

Update from SM: SM has had an exchange of emails with Kent Messenger Group where we could hire half a page for £150, twice a year, very much in line with the agreement with had with the Downs Mail with the difference that they don't have a rural section.

6) The Annual Report

ACTIONS NEEDED

- Update: articles mostly ready.
- Cost: it has increased significantly (around 30%) so we will order 3150, just enough to cover the whole village without hardly any spares.
- Proofreading: JC to share a OneDrive link with Communications Group and Office Team in order to make proofreading more effective and accessible to all, as we have only one week to produce a final version.
- Sorting: it will take place on Wednesday, 31st August, at the Youth Club.
- Delivery: We will need collaboration from fellow councillors to deliver to rural addresses. The recommendation is to deliver in pairs. We can also request volunteers via social media as it is going to be a big effort.

7) Year targets:

FOR NOTING

- a) KALC Award celebration
- b) Digital display board
- c) Communications Strategy
- d) A Welcome Pack
- e) Additional information in website:
 - i) Village information (maps and groups)
 - ii) Consultations (available and past)

- iii) Contacts (improve the available leaflet)
- iv) Who's who tree

8) **AOB**

9) **Next meeting date:** Thursday, 25th August

<p>July</p>	<p>ANNUAL REPORT 2021-2022 – Chairman’s report. Clerk report. Groups summary. Councillors writing. Summary of news and projects from previous year (April 2021-March 2022). Financial Statements to year end 31/03/22. Parish Council contacts. Queen’s Jubilee. Report from the Annual Parish Meeting</p>	<p>Copy: 29 July*</p> <p>To typesetter: 5 August*</p> <p>To printer: 19 August</p> <p>Collation: 31 August</p> <p>Distribution: 1 September</p>
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