

Communications Group minutes

13 November 2023

Apologies Cllr Alesi

In attendance

Cllrs Riordan (Chair), Sharp, Martin & Castro

1. Voting for group Chairman

Cllr Jose Castro was voted as group, chairman, unanimously

2. Winter village update & proposed date of circulation

It was proposed that, realistically, the next opportunity for distribution of the village update magazine would be 17th or 18th of February. However, if possible, it may be managed to do it two weeks earlier. The residents survey would take up four pages of the magazine and the other four pages would be included articles from all the various parish council groups. These articles would have to be provided to the communications group meeting by the middle of December 2023.

3. Village Logo

Cllr Castro provided information from smashinglogo.com and spoke with ideas to bring logo ideas to the next meeting. The cost of a logo including copyright would be between £119 and £159.

4. Budget requests

The group request that using current cost data, the office include sufficient allowance in the budget to provide the four magazines and associated costs for the next year. It was suggested that the figure for an Internet package from Microsoft 365 should also be included, which would be cheaper than the current system. This would work out at approximately £10.30 per person for 18 accounts and associated back up. The group suggested this request was taken to the finance and strategy group and more detailed information would be provided to them for the next meeting.

5. Recommendations for proposals to improve Council communication with residents

It was felt by the group, that community engagement has diminished significantly and a concerted attempt to improve it, would be a positive move for the parish council and residents.

The group requested that posts regarding Council work to encourage community engagement, be published on the parish council Facebook page and website at weekends, including key times would be recommended.

In order to address any concerns, posts could be done by agreement of three councillors for a trial period of three months.

The group requested the return of the Chairman's report. This could be sent to the office during the week and timed for posting on a Saturday morning.

The group considered that the parish council had lost the very positive engagement with the residents, that had been so successful over previous years.

6. AOB

6.1 The group would like to recommend to council, that workshops, that had been very successfully carried out in recent months, could be regularly arranged for councillors only, to discuss ideas or projects without formal input. This is not to exclude officers, but for councillors to have a more frank and open discussion.

6.2 The group would like to investigate utilising the Microsoft 365 package for the overall parish council Internet use. The recommended package would cost £10.30 per person which is cheaper than the current system. It was recommended that this system could be taken to the next financing strategy group meeting and detailed information would be provided for that group. It is felt that there are many positive aspects by using this system. Several Cllrs are currently using it in their day-to-day work. Training could be provided to assist staff and councillors if necessary.

6.3 A microphone system was discussed to be used for PC meetings and Cllr Riordan will bring this back to the next meeting.

Next meetings

It was discussed and agreed that the next meeting of the group would be on Thursday 14th December in order to fit in prior to Christmas and ensure that the parish update magazine works is carried out on time.

18th Jan
15th Feb
21st March
18th April

3rd Wednesday of the month