

Communications Group

CG-1718-002

Notes of the Group Meeting held on Tuesday 4 July 2017 from 19:30 to 20:30

Present: Parish Councillors Ashby, Lain-Rose, Riordan and Reardon who was the Chair.

1. Apologies for Absence

It was noted that apologies for absence had been received from Parish Councillor Burnham. Parish Councillor Claridge was absent.

2. Distribution of Annual Report, Heath Centre Newsletter and Carnival Brochure

The issues with the delivery of the Annual Report, Heath Centre newsletter and Carnival & Fete brochure was discussed. Parish Councillor John Reardon is conducting a survey to discover which areas received all three items. Members considered the request from the Carnival & Fete committee for a replacement print run of 350 copies, 250 to be allocated to a proposed welcome pack for new residents. As things stand the Group has no plans for such a pack to be ready for this year. This being the case the Group proposes to recommend to the Council a reprint of 100 copies and a new run of the guide booklet requested by the Carnival & Fete committee. The Parish Office will continue to try and claim recompense from the distribution company.

The Group recommends that all future deliveries should be undertaken by the willing volunteers, as the delivery companies seem to be unreliable.

In relation to the Carnival & Fete's delivery, there seems to be some confusion as to what delivery promises were made and it is suggested that all arrangements go through the Parish Office to ensure everyone is aware of their liabilities. This confusion also applies to the welcome pack, the Communication Group having been unaware of the discussions with the Carnival & Fete committee about the subject.

3. Facebook

The Facebook page is going well, more people are reading the page. We need to decide what statistics we would like to monitor our readership.

4. Website

The website has no issues, but is looking tired. A new website was demonstrated by Parish Councillor Lain-Rose and received overall approval by the committee. It is proposed to send a link to all Parish Councillors so they can view the site that has some useful capabilities, such as the Planning Tracker. The new site would then be discussed

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at the September meeting of the Council and if approved a phased transfer would take place to be completed in six months.

5. **Date of Next Meeting**

Tuesday 12 September at 19:30.