

Communications Group Minutes 5th March 2024 – 7:30PM

AGENDA ITEMS

1. **Present:** Cllrs. Arger, Castro, Martin, Riordan, Sharp
Not present: Cllr Alesi
2. **Matters arising from last meeting.**

Following last Full Council meeting’s decision on Chairman’s video report, the following schedule is the main guideline for the Communications Group. It needs to pass through Paxman to see if they want more time for Typesetter and Printing.

Communications Group	Suggested Content	Publication Deadlines
January	Spring Update	Copy 25 th January
February		Typesetter 2 nd February Printer 9 th February Collation 17 th February Distribution 19 th February
March		
April	Spring Video Report Cancelled for 2024 (elections)	12 th April
May	Annual Report 2023-2024– Chairman’s report. Write-ups from Councillors and Clerk. Summary of news and projects from previous year (April 2020- March 2021). Financial Statements to year end 31/03/21. Parish Council contacts.	Copy: 3 May To typesetter: 10 May To printer: 24 May Collation: 8 June Distribution: 10 June
June		
July	Summer Video Report	19 th July
August	Autumn Update	Copy: 02 August To typesetter: 09 August To printer: 16 August Collation: 24 August Distribution: 27 August
September	Autumn Video Report	27 th September
October	Winter Update	Copy: 18 October
November		To typesetter: 25 October To printer: 01 November Collation: 09 November Distribution: 11 November
December	Winter Video Report	20 th December

3. **Village Update – Spring:** Feedback: the feeling is that it all went well, as it should. We need to adjust the timings with Paxman so that collation can take place on a Saturday, where we could all help.
4. **Logo:** A number of designs considered by the group, who has selected three for the Full Council’s decision. This is conditional to the permission of the Parochial Church Council, following positive reports from Reverend Silke Tetzlaff and the Archdeacon. The PCC is meeting on the 24th March, so the Communications Group wants to put three designs forward for Full Council’s consideration.

5. **Fleece jacket / ID cards:** Discussion of next steps if the Logo is finally approved. Fleece jackets would be a possibility. The feeling of the group is that they should be optional for those councillors that considered that would help them in their work as councillors and would like to buy one, with the PC logo. Also, new ID cards could be designed to identify councillors. JC showed the group initial ideas and designs. PR to contact Iden Signs to enquire about the fleece jackets costs, models, etc. and the possibility of having plastic ID cards printed. JC to continue working on the design of a card.
 6. **MS365:** Discussion around the work the group has done in relation to MS365, the survey carried out by the office, and the considerable amount of time passed since this was brought to council. The discussion was long and considered different opinions. The majority decision was to bring to Full Council a request to move to MS365 as time is passing. If the decision of Full Council is positive, then the PC Office could see when it is the best time to implement it. Proposals for wifi, Council own devices, or a microphone system are not connected to MS365, and will be considered in the future.
- (a) **Terms of Reference:** we went through the Terms of Reference and considered a few changes that are highlighted in the annex that follows. Also, we would like to recommend all groups to add a sentence we have included in our Terms of Reference: "All group members should act in accordance with the Nolan Principles."
7. **AOB:** to request all the groups to consider organising a regular meeting schedule, like the PC Office has requested before. This was successful in the past and, at present, it is being quite difficult to find available dates for meetings.
 8. **Next Meeting** – 9th April

Communications Group

Terms of Reference

1. PURPOSE

The purpose of the Communications Group is to develop, implement, review and monitor sustainable and continuous communications and publicity; to achieve increasing levels of resident, partner and stakeholder engagement and Council profile.

2. REVIEW POINT

These Terms of Reference may be reviewed at any time by the Council to ensure they remain appropriate for the requirements of the Parish Council.

3. SCOPE OF ACTIVITIES

- (a) To oversee, update and monitor the Council's website, social media presence and print media.
- (b) To provide advice on the relevant methods and routes of communication and publicity.
- (c) To monitor and evaluate communication and publicity campaigns.
- (d) To manage the production and delivery of the Council's *Village Update* and *Annual Report*.
- (e) To identify opportunities to improve the Council's engagement and make recommendations to the relevant Committee/Group of the Council.
- (f) To undertake any additional tasks assigned to it by the Council, as appropriate.

4. MEMBERSHIP

- (b) The Group **will can** consist of residents and Parish Councillors, appointed and ratified by the Council, including the Chairman and Vice-Chairman as ex-officio members. The membership of the Group may be reviewed at any time by the Council.
- (c) Members of the Group **acting, residents and councillors**, claiming to act or giving the impression of acting as a representative of the Group, must adhere to the Council's policies and procedures, including the Council's Code of Conduct. **All group members should act in accordance with the Nolan Principles.**

5. CHAIR OF THE GROUP

Group members, at the first meeting following their appointment, will agree amongst themselves who will be the Chair of the Group for the following year.

6. REPORTING

The Group will report to the Council on a regular basis, by providing notes of their meetings and where appropriate the Group will provide reports, stating their recommendations and rationale, including sufficient detail to enable the Council to make an informed decision.

7. PROGRAMME OF WORKS

- (a) The Group is established as a working group of the Parish Council in accordance with Standing Order 4.4. It may therefore inform, advise and make recommendations to the Council but it has no power of commitment.
- (b) The Group will can bring forward a programme of work and an estimated budget for approval by the Council. Once approved the Group will focus on delivery of the programme of work in accordance with the Council's Standing Orders and Financial Regulations
- (c) From time to time an item may occur which is not in the approved programme of works. The group can consider the item and report back to Council for approval

These Terms of Reference supersedes all previous agreed Terms of Reference and was adopted by Staplehurst Parish Council on

Date**Minutes.....**