

Communications Group Notes – Wednesday 16th July 2025

Present:

Cllrs. Alesi (MA), Melville (JM) and Martin (AM)

Apologies:

Cllrs Arger, Riordan and Sharp

1. Election of Chairman

- AM proposed by MA and seconded by JM. Cllr Martin agreed to chair the group on a temporary basis.

2. Minutes of last meeting

- Agreed as a true record of the meeting – proposed by MA, seconded by JM.

3. Matters Arising

A SharePoint demonstration had been planned as an agenda item for this meeting. Cllr Sharp to be asked if this is something she could provide next time.

ACTION: AM to ask AHS

4. Village Update

- Following discussion, it was agreed that for this year, in light of the current Annual Update being delayed, Comms would recommend to full council that the August edition (copy due now) would be merged with the next scheduled edition, with the following timescale:

AUTUMN	WINTER	SPRING
8 th September ask for articles/reports	2 nd January ask for articles/reports	27 th April ask for articles/reports
29 th September copy deadline	23 rd January copy deadline	11 th May copy deadline
30 th Sept – 19 th Oct plan set-up	24 th January to 12 th February plan set-up	12 th May to 31 st May plan set-up
20 th October to printer	13 th February to printer	1 st June to printer
27 th October distribution	20 th February distribution	8 th June distribution

- Then schedule back to normal
- Consideration to be given to cutting back on postal costs and distribution generally. Liaise with JT.
- Review paper weight for future print runs.
- Consider having copies stationed around village.

5. Projects – planning and timescales

PROJECT	SHORT TERM	MEDIUM TERM	LONG TERM
1. IT 365	→(2025)		
2. VILLAGE UPDATES		→(2025/6)	
3. BOOKLETS			➔ (2026)
4. WEBSITE			➔ (2026)

- Whilst it is a long term project, further research needs to be carried out on other council websites. The group particularly likes the Sevenoaks Council website
- JM advised there will be a need for more than one inputter.

6. IT Disclaimer

- JM has produced 2 disclaimer forms which he feels are more accurate for councillors to use. He has also researched an IT policy for consideration.
- **ACTION: JM to show these to the Clerk, with aim of taking to next full council meeting.**
- AHS has also researched another IT policy. The council has already approved one quite recently.
- JM suggests that the disclaimer could be for users of SPC machines, whilst the policy would be appropriate to cover those councillors using their own equipment.

7. Next meeting: Wednesday 20th August at the earlier time of 7pm.