

COMMUNICATIONS GROUP MEETING – WEDNESDAY 10th SEPTEMBER 2025 at 4pm

Minutes

1. Present

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

2. Apologies

Cllrs Arger and Sharp

3. Agree minutes of last meeting

Agreed as a true reflection of the meeting - proposed by Cllr Alesi and seconded by Cllr Melville.

4. Village Update

- List of requests for reports already sent

AM has emailed requests for reports and has explained to recipients that articles/reports will be included on a first come first served basis, as we only have limited space in the publication. Groups thereafter will be invited on a rolling programme. AM has focussed on groups not included in recent Updates.

- Other suggestions for group reports

Discussion re other groups to be included: SCEG, STAR, GSG, WI, Trefoil.

- Other information to be included

None to report

- Front page design

8 photographs preferred, with suggestions being 1) VE Day 2) Fete 3) Village Clean-up 4) Boot Fair 5) Blue Light event 6) Hazlett theatre production 7) Skate jam and one other.

- Meeting to agree layout

Agreed to hold an extra meeting on 2nd October at 7pm to agree reports received and discuss layout. Then we will book a meeting with Simply Print to agree format and request a lighter weight paper for this edition.

5. Using 365 and groups

- Report re purchase of laptops (JM)

JM knows how to set email alert to groups. Discussion about Sharepoint facility.

JM's report will go to council on 15th September re leasing of laptops. Once purchased and disclaimers have been signed, Councillor Teams and folders will be in place and training session with Heliocentrix arranged.

Hyperlinks on papers currently on hold, as this is more complicated than originally thought and will probably require a specific software package.

6. Consider budget request for 2026/7

Discussion re probable cost of hand-made display units - allow £3K. Costing of printed area is still being investigated

Booklets still to be developed.

Website costs to be researched as this is a long-term project.

Video reporting project – likelihood that video software will be required such as Adobe Lightroom and Premium Pro.

7. AOB

A suggestion has been made that a new FaceBook page for the village be set up along the lines of the Headcorn page. Not part of PC.

8. Next meeting

An extra meeting to discuss VU layout – Thursday 2nd October at 7pm.