

| Item | Minutes - 23rd July 2025 | Comms Group minutes 250723 | Action | | | |
|---|--|----------------------------|-----------------|-------------|--------|----------|
| Present: John S, Peter C, Richard D, Libby S, Susie H, Sarah B | | | | | | |
| Apologies: Rachel. | | | | | | |
| Minutes will be on the website | | | | | | |
| 1) a coordinated approach to ensure everyone is well informed | 'Co-ordinated' means that Website, Facebook, WhatsApp, Five Alive and Notice Boards etc should all be referenced to each other. | | All | | | |
| | John S to transfer and share between FB and WA and the wagon wheel. | | John S! | | | |
| | Please all spread the word to SHARE between the groups. | | All | | | |
| | John S said there has been little or no feedback or contributions from outside the Comms Group. | | All | | | |
| 2) Create village website | Website updates: | | Note | | | |
| | Weather | | | | | |
| | Search bar | | | | | |
| | Coloured boxes on the home page | | | | | |
| | Different colour purple-ish | | | | | |
| | I've added regular village activities to the calendar | | | | | |
| | Church services are in the calendar from Jonny | | | | | |
| | Section on Strawberry Fayre with pictures | | | | | |
| | Statistics: New users last 30 days = 55. 254 altogether 6800 events | | | | | |
| | Hugo Fox still come up on searching. See stats below - reducing number | | All | | | |
| Landing Page 'boxes' don't adjust on mobile. This is a 'table' so it's a fixed thing. Looks ok in landscape | | note | | | | |
| 'Coming Up' is a mix of past and present. Make two sub menus? | | John S | | | | |
| 'Alerts' aren't too painful. Can there be a web-link to go there directly? | | John S | | | | |
| Stories? Andy Jennings – cycle blog; Chris D – movie maker? | | All | | | | |
| New header photo? | | All | | | | |
| Libby is going to tidy up the wagon wheel comms logo | | Libby S | | | | |
| 3) Make better use of social media | | | | | | |
| WhatsApp | Thanks to Libby for setting up WhatsApp groups including: Comms, Chat, TT&T, Early flood warning, Announcements. The groups are very popular and widely used. | | Note | | | |
| | It was noted that there other village groups which aren't under the Village umbrella. Could be encouraged - to tidy things up. | | All | | | |
| | Could there be a group for teenagers? Seems they look after themselves! | | Complete | | | |
| Add Libby's email address to the WhatsApp web page | | John S | | | | |
| Facebook | John S to keep the wagon wheel effect going | | John S | | | |
| Five Alive | Peter C said that the finances were struggling and has put a request out for funding. | | | | | |
| | £680 has been raised, versus a monthly cost of £520. With advertising revenue, this makes the magazine viable for another year. | | Note | | | |
| | Peter to add a line 'if you'd prefer note to receive a hard copy, please email..' | | Peter C | | | |
| | Peter to add a line 'if you'd like to donate, please email..' | | Peter C | | | |
| It was aksed if there could be a 'Kindle' type version | | John S | | | | |
| The magazine is currently shown digitally in the BD, Great Elm and Whatley websites, but neither of the Mellis sites. | | Note | | | | |
| Notice Boards | Libby has provided the new banner. Susie to fit it | | Susie | | | |
| | No staples or drawing pins please! Use the pins provided. | | Note | | | |
| 5) Welcome packs for new residents | Welcome Card into notice boards | | Complete | | | |
| | Agreed to have the QR Code for the WhatsApp groups - only those in the village are likely to be looking in the notice boards. Rachel agreed to add it to the next print but there is no need to discard those we have. Rachel and Libby to talk | | Libby, Rachel | | | |
| 4) Help using computers and smartphones. (Digital help. Those who have tech but need help using it.) | The Group agreed that Frome have excellent resources for these two items (4 and 6) and unless there's a great demand in the village then we should signpost to Frome via the website | | John S | | | |
| | Let's add the words to 5Alive - alternate months in the BD section. John S to provide words | | John S, Peter C | | | |
| | John S will put out a note on the Village Chat | | John S | | | |
| 6) Village information hub: for information, guidance and support (non-tech) | Frome Leisure Centre have new offering. Libby to give John S details for website. | | Libby | | | |
| 7) accessible to children, non-readers, digitally (Accessibility/Inclusivity) | The website is compliant. If anyone hears of villagers struggling with any aspect, please let John S know. | | All | | | |
| 8) Create directory of Buckland Dinham service providers | Let's add the words to 5Alive - alternate months in the BD section. John S to provide words | | John S | | | |
| | The village 'boundary' is agreed by the council. Definition is on the website | | Complete | | | |
| Parish Plan | John S to update the Action Plan spreadsheet with the Comms Group items. Chat re collaboration needed. Sarah B to re-initiate. | | John S/Sarah B | | | |
| | Housing Needs Survey coming up as part of the PP. Sarah B to give details for the website when ready | | Sarah B | | | |
| Resilience and contingency planning | How are our systems and logins backed up and how shall we ensure continuity in case the 'owner' is unable to run their item? Please work out who would take over and what information they would need. This includes WhatsApp, Facebook, Website, 5Alive, Village Hall bookings, Sum up, email systems, other? | | All | | | |
| Website Stats | www.buckland | | | | | |
| | Month | Page Views | dinham.org | HugoFox.com | Mobile | Visitors |
| | March 2025 | 1593 | 1410 | 183 | 43% | 218 |
| | April 2025 | 730 | 681 | 49 | 38% | 191 |
| | May 2025 | 913 | 841 | 72 | 35% | 189 |
| | June 2025 | 545 | 527 | 18 | 36% | 165 |
| July 2025 | 1159 | 1103 | 56 | 36% | 215 | |
| Next Comms Group Meeting | Future Comms Meetings : February, May, August, November. Village Hall | | | | | |
| | 15th October 2025 7pm UPSTAIRS - enter via the back door | | John to book it | | | |