

## Communications Meeting – 2<sup>nd</sup> October 2025

### Present:

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

### Apologies:

Cllr Arger

### Agenda:

#### 1. 365 Filing System (JM demonstrating)

- Find Sharepoint – 9 dots top left of screen → click on Sharepoint
- Click Councillor Team LHS
- Click shared filing system (ignore General and Attachments)
- Click on Communications 25/26 folder
- Upload all documents to this folder to share and work on

#### 2. Reports for Village Update

- Agreed photos for front cover
- Re playground equipment questionnaire – JM to finalise link and QR code for inside article re asking parents to reply to questions about preferred equipment
- **ACTION: JM to check all QR codes before final print to ensure they are all still viable.**
- Re volunteering section of QR codes – include if space allows. However, suggestion to have a main focus on volunteering in next edition.
- **ACTION: AM to send JM the allotment piece from Tom Burnham to edit it via AI, as it is very long in its current form.**
- **ACTION: AM to put all reports/articles into Comms folder asap. Email to Simply Print by 6<sup>th</sup> Oct.**
- Information sections same as last edition.
- Anticipate having proofs by 10<sup>th</sup>.
- **ACTION: Arrange to visit printer on 13<sup>th</sup> to discuss any changes**
- **Anticipate printing returned for distribution week beginning 27<sup>th</sup> Oct.**

#### 3. 2026-7 Budget

- Allow Display Boards up to £3K
- Allow Booklets £1K
- Allow website £3K – both of these last two are long term projects for fulfilling end of 26 early 27
- Find out remaining costs in this budget line (eg printing of VU)
- Research website providers in the interim to ascertain costs

#### 4. Video Reporting

- Discussed possible forms this project might take.
- AHS to produce a demo as and when she is able.
- Looked at other parish communications ideas (including social media)

**5. Next Meeting – 7pm 16<sup>th</sup> October**