

COMMUNICATIONS MEETING NOTES – 29th JANUARY 2026

1. Present:

Cllrs Melville (JM)(Chair), Arger (MAr), Alesi (MA), Sharp (AHS) and Martin (AM)

2. Minutes of last meeting

Agreed as a true record of the meeting.

3. New Update for Shared File System

System still being tweaked by Heliocentrix, so not working properly.

4. Council Video/Scripts

Ongoing deliberations re how these will work. Group is impressed with videos on Headcorn PC website and would like to produce something similar. 3 scripts currently prepared but these will need updating.

5. Village Update

- Deadline has passed for receipt of articles. JM has received submissions from Staplehurst Ladies Choir, McCabe, Cricket and Tennis Club. **ACTION: JM will ask Beth for piece about the Youth Club. MAr will chase piece from Staplehurst Society. AHS to chase Rory Silkin re Spotlight interview + still to produce Community Centre piece.**
- Front page will be 3G pitch. Centre spread will be Community Centre development + Youth Club + Rory Silkin Spotlight. Other pages to include a 'What's On' list, Surrenden Field Pavilion and playground (survey results), Tractor Run and SEHT, back cover group articles.
- Also need to include SCEG and advertisement for the Annual Parish Meeting and Volunteer Awards.
- Draft to printers on 13th Feb, with distribution planned for w/b 20th February.
- Discussion about making future editions part digital (on website etc) to reduce printing and postage costs. To be considered for the Autumn as a partial trial/ introduction.

6. 'How to' Guides

JM has produced a sample brochure of guides for residents eg how to report blocked drains etc. This idea was well received by the group and will be developed further. It's envisaged that these residents' guides will be available on the PC website and as hard copies available at appropriate sites such as the parish office, library and so on.

7. Parish Booklet/becoming a councillor

- JM and MA have produced a sample leaflet on becoming a parish councillor. This will be further developed over time, together with a leaflet for new residents, which MA has worked on previously.

8. Audio System

Discussion re improving sound in South Hall and whether the current hearing loop is working properly. **ACTION: AHS to get this checked out by engineers who installed it. AM to find previous notes on suitable microphones for council meetings.**

9. AOB

- Re Facebook – Clerk has asked why councillors don't promote council events etc on their own FB page. Discussed and pointed out that personal friends on FB don't live in the vicinity and that sharing council information isn't always appropriate and must be at the discretion of individual councillors.
- Re website – group is still researching suitable website providers. AM will look back over previous investigation notes and update and speak again to the shortlist.
- JM suggested that some of the Comms group meetings could be held via TEAMS.

10. Next meeting: Thursday 26th February at 7pm. JM to notify is this will be f2f or online.