

# NORTH HINKSEY PARISH COUNCIL

## MINUTES OF THE COMMUNICATIONS COMMITTEE HELD ON MONDAY 11<sup>TH</sup> SEPTEMBER 2017, AT 7.30pm, IN THE LOUIE MEMORIAL PAVILION, ARNOLDS WAY, NORTH HINKSEY.

Present: The Chairman Councillor L. Berrett and Councillors J. Bolder, C. Church, D. Kay and C. Potter.

Others Present: A. J. Stone (Parish Clerk)

### **1. APOLOGIES FOR ABSENCE**

There were no apologies.

### **2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **3. INTERACTIONS BETWEEN PARISHIONERS, NHPC AND THE DISTRICT COUNCIL**

Committee members discussed various ways to improve communication and interaction between district, county and parish councillors and local parishioners. It was AGREED to add county and district councillors' reports to the parish council web-site and the parish council's facebook account and to update the county and district councillors' page on the council's web-site. The Parish Clerk to re-circulate district councillor reports with parish Council meeting agenda's.

**Action:** *To update the relevant web-pages and include county and district councillors reports.*

### **4. NHPC WEB-SITE**

- a). Update on Archiving of Minutes and Agendas on NHPC website.  
After some discussion the general view was that 'Dropbox' was not the answer for archiving council minutes. Further alternative means would be investigated including the possibility of putting the archived minutes on a 'Google' drive.
- b). Renewing Domain Registration.  
The renewal was for 2 years and would need to be paid to ensure continuity.  
**Action:** *The Parish Clerk to arrange payment.*
- c). Renewal of ICT Annual Fee.  
This needed to be renewed to allow time for the tendering process to be agreed, tenders sought and a decision to be made.  
**Action:** *The Parish Clerk to arrange payment.*
- d). Update and next steps on seeking quotes for the provision of the web-site.  
Members discussed who to invite to tender including whether it should be restricted to local providers and what the parish council needed to be delivered from a new web-site. It was AGREED that a shortlist of providers would be compiled and get them to do presentations to councillors at a council meeting. Members understood the importance of councillors being happy with the format and content of any new web-site.  
**Action:** *Members to let Councillor L. Berrett know of any suggested companies etc.*
- e). Web-site Pages  
Councillor L. Berrett agreed to clean up the front page by removing time expired articles. The Parish Clerk to update the councillors' page showing the current committees councillors served on.  
**Action:** *Councillor L. Berrett and the Parish Clerk to update the relevant web pages.*

## 5. SPROUT ARTICLE

Members suggested the following articles,

October 2017 Consultation update. (CP/DK)

November 2017 Planning update (AP/DK)

December 2017 Remembrance Day Service article (to be discussed at the October 2017 Remembrance Day Committee)

February 2017 Seacourt Hall move (LB/DK)

## 6. NEWSLETTERS AND CONSULTATIONS

Councillor L. Berrett agreed to put the proposed e-newsletter on hold.

## 7. COMMUNICATION PLAN UPDATE (INCLUDING COMMUNICATIONS PLAN FOR EVENTS)

Councillor L. Berrett summarised the objectives and it was agreed to update those objectives when further progress had been made on the aims. It was suggested that a sentence should be written on each of the current objectives so that they were updated where necessary.

**Action: To compile a report on updates objectives for the October 2017 PC meeting.**

There should be ongoing consideration of the process for compiling notices and posters for events and regarding the distribution of leaflets members should explore all available options including seeking quotes from delivery companies including The Sprout magazine. Consideration should also be given to advertising events in The Sprout.

Councillor C. Potter believed the committee should formulate a policy on what the council should consult on and Councillor C. Church suggested the committee should also formulate protocols and was happy to provide paperwork on the subject.

**Action: Councillor C. Church to provide copies of suggested protocols.**

## 8. SOCIAL MEDIA - UPDATE

Councillor L. Berrett to circulate updated usage details from the council's Facebook and Twitter accounts. Members believed that the council did not need any further media sources.

**Action: Councillor L. Berrett to circulate usage details.**

## 6. ANY OTHER INFORMATION

Councillor C. Church informed the meeting that the Association of Botley Communities was arranging a local Christmas Party on 15<sup>th</sup> December 2017.

On the final item, I informed the meeting of the planned clearance works and the plan not yet been laid.

## 7. DATE OF NEXT SCHEDULED MEETING

9<sup>th</sup> November 2017

The meeting finished at 8.45pm