



**Minutes of the
Communications Committee Meeting
30th November 2023**

Communications Committee Members: Cllr Kay (chair), Cllr Berrett, Church, Dowie and Keily

Councillors present: Kay, Berrett, Dowie and Keily

Other present: Emma Gordon (Clerk)

On Zoom: None

1. **Apologies for Absence:** None
2. **Declarations of Interest:** None
3. **Minutes from Communications Committee Meeting**

- i. 22nd June 2023 – For approval by the Committee.

Proposal by Cllr Kay, seconded by Cllr Berrett: "To approve, subject to minor amendments."

Vote: Unanimous - **PASSED**

4. **Questions from members of the public:** None

5. **Website, Domain and Email**

- a. A progress update on the domain name change and email addresses switch.

Update given by Cllr Berrett.

Action Clerk: To ask Cllr Bastin for help with Microsoft 360 issues.

- b. Review and suggest further actions arising from the change of Council name.

(Paper1_Name change areas)

Action Clerk: To review all noticeboards and make suggestions plus seek quotes for updating to new name.

Action Clerk: To present a plan for replacing all signage in the Louise Memorial Fields. Councillors have not highlighted this as urgent work.

Action Cllr Berrett: To update the identified links on the website that are not clicking through.

Action RFO: To update the name on the bank accounts.

- c. Review progress on the addition of training materials on the password protected section of the website.

Training materials were not shared as was intended. **Action Clerk:** To reach out to councillors for their training materials to be added onto the password protected section of the website.

- d. Review the implementation of a widget on the website landing page showing future meeting dates.

This issue has been fixed.

6. **Newsletters / News**

- a. Review the draft calendar of Council articles for the Sprout.

(Paper2_Sprout calendar draft)

Suggestions included:

- *The Green day / Weekend* for the March 15th Deadline. **Clerk, Cllr Church and Cllr Bastin** to produce.
- Update on the *buildings projects* for May 15th deadline.
- *All in one room Event* for February 15th deadline. **Clerk and Cllr Berrett** to produce.
- *Budget decisions* once the budget has been agreed. **RFO and Cllr Kay** to produce.



Botley and North Hinksey Parish Council (BNHPC)



Miss Emma Gordon, Clerk to the Parish Council
Email: clerk@botleynorthhinksey-pc.gov.uk

Tel: 01865 202 192
Parish Council, First Floor, 5 Church Way, Botley, Oxford, OX2 9TH

- b. Consider the newsletters received and decide which are to be circulated to councillors and which are not.
(Paper3_List of Newsletters)

Newsletters list was reviewed and the table for which items to distribute to councillors was updated.

Action Clerk: To look into where the TTRO notifications are going and restart if necessary.

- c. Initial discussions to consider the timing, content and layout of the 2024 Parish Council Newsletter.

This will go out a couple of weeks before the annual parish meeting at the end of February.

Action Cllr Kay, to propose a draft timetable and **Clerk to** add it to the next Full Council agenda, as well as a request for content. **Clerk to** add the last 2x newsletters for reference.

Clerk to produce a *New Staff* article.

- d. Review the current use of Mailchimp and decide how it will be implemented going forwards.

It had been intended to be used for the Allotment newsletter. Councillors agreed not to use this for the annual newsletter.

Online accounts: Review, update and implement the backup administration access procedure. (Paper 4_Backup admin)

Action Clerk to add a YouTube account to list with same access as Facebook. Check branding has been updated.

Action Cllr Berrett to add Clerk to Facebook and YouTube access.

Action Clerk to add proposal to Full Council Agenda to add an Instagram account with the same access as Facebook.

7. **Noticeboards:** Contribute to the Noticeboard Map and review notice board representatives.

(Paper 5_Noticeboard map draft)

There was an intention in the past to add another one, but this has dropped off the priority list now and there is no budget for it in 2024.

Clerk to ask in Full Council for fresh list of Noticeboard monitors.

8. **Date of next scheduled meeting:** Thursday 1st February 2024 at 7pm in Seacourt Hall.

Meeting ended 21:04.