



Minutes
Communications Committee Meeting
1st of February 2024 in the

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

Cllr present: Keily, Kay, Dowie, Berrett

Others present: Emma Gordon (Clerk)

1. **Apologies for Absence:** None

2. **Declarations of Interest:** None

3. **Minutes from Communications Committee Meeting:**

i. 30th November 2023 – For agreement.

Proposed by Cllr Kay, seconded by Cllr Berrett: To accept the minutes. **Agreed** [unanimous]

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

5. **Policy Reviews:**

a) **Email and Communications Policy** – Review and agree. (Paper 1 – E&CP draft)

Policy was reviewed in detail. Clerk noted amendments suggested on paper copy and read them back to the committee for confirmation. *Proposal by Cllr Kay, seconded by Cllr Berrett:* To adopt the amendments discussed and submit to Full Council. **Agreed** [unanimous]

b) **Press and Media Policy** – Review and agree. (Paper 2 – P&MP draft)

Press and Media and Social Media Policies were reviewed in detail. Clerk noted amendments on paper copy and read them back to the committee for confirmation.

Proposal by Cllr Kay, seconded by Cllr Keily: To adopt the amendments to the Press and Media Policy as discussed and submit to Full Council. **Agreed** [unanimous]

Proposal by Cllr Kay, seconded by Cllr Keily: To adopt the amendments to the Social Media Policy as discussed and submit to Full Council. **Agreed** [unanimous]

c) **Website Policy** – To note that this was updated in July 2023. Noted

6. **Newsletter / News:**

a) **Newsletter**

i) Process update. – 9th Feb date to get to printers.

The revised version had been shared. Some font changes and broken links were identified. The need for a Skatepark fundraising page with a QR code was discussed. **Action Cllr Berret** to set up the page and **Cllr Kay** to generate the QR code.

The question of consent for photos of Councillors was raised. It was agreed that as the Councillors in question has consented verbally at the Full Council Meeting this was sufficient to allow their use.

ii) Review and comment on draft. (Paper 3 – NL Feb24)

Action Clerk to follow up on correct PCSO details and forward to Cllr to Kay. Cllr Berrett has produced the list which will be shared at Full Council.



- b) **Sprout Articles** – Review of timetable agreed at December Full Council. (Paper 4 – Sprout Articles)
Noted

7. Online

- a) **Accounts** – Update on YouTube, Instagram, and Facebook accounts access.

Cllr Berrett and Clerk had been working on this – Clerk now has Facebook access. YouTube still needs to be transferred to the Clerk account and there are issues setting up an Instagram account which they are trying to resolve.

- b) **BNHPC Website** – Review of pages requiring updating.

Cllr Kay will a list of items that need changing and share. There was some discussion on the Covid 19 Hub relevance. Cllr Berrett would like to consider it as part of resilience and emergency planning. Cllr Berrett will remove all out of date info in the short term with long term view to transform it into a resilience page.

Other revisions included removing the option to receive a Newsletter due to low uptake and updating the dynamic link on planning committee page.

- c) **Signage** – Review signage survey of Louie Memorial Playing Fields and agree next steps.

Proposal by Cllr Kay, seconded by Cllr Keily: To ask the Clerk to get quotes for new signage where the signs are H&S related or where contact info is shared and out of date. Agreed [unanimous]

- d) **Identity** – Discuss implication on logo following name change.

Confirmed that the Clerk can modify these to a certain extent.

Date of next scheduled meeting: This will be agreed when we agree next years meeting schedule.

Meeting adjourned: 20:03