

Communications Committee Meeting

Thursday 17th Feb. 2022 at 6.00pm in the Pavilion, QEII Recreation Field

MINUTES

Present: Cllrs Harvey (JH), Price (BP), Turner (AT) and Woodcock (JW)

2022 9C Apologies for absence due to work commitments were received from Cllr Jones

2022 10C The minutes of the previous meeting (Distributed previously) were approved

2022 11C The on-going work was reviewed and following action agreed:

a) Volunteer database

The application form is now ready to print. **BP to produce a welcome letter.** Initiative will be publicised on social media and at the Annual Parish Social Gathering. It is important to ensure current volunteers are included. **Clerk will produce the spreadsheet and issue the volunteer policy and permission document as and when applications are received.**

b) Annual Parish Meeting.

It was agreed that the focus should be on non-profit making organisations. Organisations attending (18):

Allotments	Modbury Caring	Community
Wi	Food bank	Orchard
History Society	Marigold's Day	Twinning
Litter Pickers	Meditational dance	May Fair and
MODWAG	and seated dance	Rooster Ramble
Modbury Mile	Gospel singers	Church
Parish Council	MARS	PTA

Clerk to finalise table and display requirements for MARS

AT to purchase refreshments

Clerk to continue to advertise

Clerk to source information regarding parish council work to promote the council and recruit new members

Clerk to prepare a risk assessment

Clerk to send out final update email to participants

c) Website

d) Purchase of sign for the office

Clerk to discuss with Cllr Jones

e) Annual Report

It was agreed that the clerk would continue with work on this and BP would write a summary. The full document will be adopted at the May Council meeting and published on the website. The summary will be an insert in the June Modbury Messenger

202212C Committee discussed the quote provided for equipment to enable the streaming of meetings and **agreed to take the proposal for streaming meetings to full Council meeting for approval before looking for further quotes.**

2022 13C There is no feedback regarding the outcome of the social media health check to date

2022 14C Next meeting Monday 25th April 2022 in the Parish Office. (Pavilion not available)

The Committee agreed to change their name to Community Engagement Committee.

Meeting closed at 8.30pm