

## Communications Committee Meeting

Monday 25<sup>th</sup> April 2022 at 6.00pm in the Parish Office.

### MINUTES

**Present** Cllrs Barbara Price (BP), Phil Smith (PS), Ann Turner (AT), Jo Woodcock (JW) and the Clerk

2022 15C Apologies for absence were received from Cllr Jones due to work commitments and Cllr Harvey.

Cllr Price agreed to Chair the meeting

2022 16C **The minutes of the previous meeting (Distributed previously) were approved**

2022 17C Matters arising from previous meetings:

- a) Purchase of sign for the office. **Clerk to discuss progress with Cllr Jones**
- b) Volunteer database.

**It was agreed that it was not compulsory for volunteers to be on the database or to sign the policy.**

**Clerk will now send forms and policy to group leaders in the town to start building up the database.**

2022 18C Annual Parish Meeting / Social Gathering  
**It was agreed that this was a successful event and the clerk would contact attendees for their views on whether to make it twice-yearly.**

2022 19C Purchase of equipment to start streaming PC meetings  
**It was agreed work on a programme of community engagement events and revisit this if it was something that parishioners requested.**

2022 20C Annual Report  
**It was agreed that photos would be taken at the May meeting and the full report and summary be presented to Council for approval in June. The summary will be distributed with the July Messenger.**

2022 21C Community Action Plan  
**It was agreed that BP would draft a format for the plan and MPC would book a table at the May Fair on 7<sup>th</sup> May to begin the engagement process to assess what parishioners want from the Council.**

2022 22C Social Media Health Check  
**It was agreed that social media was a vital communication and engagement tool and that the 3 quotes from professionals would be sought to take this on for the Council.**

2022 23C New website update  
Carried over to next meeting in the absence of Cllr Jones

2022 24C To agree dates for future meetings  
**It was agreed to meet in June – date tbc.**

**Meeting closed at 7.50pm.**