

Minutes of a meeting of the Communications and Policies Committee held on Monday 7 September 2015 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.00 hrs.

Present: Cllrs J Greenway, C Hughes (Ch), P Hughes and D Peer.
Attending: S E Roberts (Clerk), K Hughes (Assistant Clerk), Alice Painter (MFG), Mark Flinders (MFG).

15/CP/11 Presentation from MFG

Members received a presentation on options for refreshing the website from the council's IT support provider, MFG UK Ltd.

Following the presentation, members discussed the website and requested the Clerk to obtain comparative quotes from other website developers.

Members discussed and requested that the Clerk and Assistant Clerk speak to Earley Town Council, who has recently had its website revamped by MFG.

15/CP/12 Public Questions

There were none

15/CP/13 Apologies and declarations of members' interests

- 13.1 Apologies were received and accepted from Cllrs C Moore and I Montgomery.
- 13.2 There were no declarations of interest.

15/CP/14 Minutes

- 14.1 It was proposed and members **RESOLVED** that the minutes of the meeting of 6 July 2015 were approved as a correct record of the meeting and were signed by the Chair.

Matters arising

14.2 Terms of Reference

Cllr C Hughes requested that the updated Terms of Reference be reviewed following the decisions made at this meeting.

14.3 Model publication scheme

Members reviewed a revised publication scheme. A number of proposed amendments were agreed. Members **RESOLVED** to adopt the publication scheme, subject to the correction of a number of minor amendments and the addition of 'To be confirmed' under 'Record management policies', 'Data protection policies' and 'Schedule of Charges' in class 5 of the table.

The Clerk reported that she will draft a record management policy for review at the 26 October meeting.

14.4 Complaints procedure

Members reviewed a revised complaints procedure and requested that the ordering of the paragraphs be amended. The Clerk and Cllr Greenway agreed to rework the policy and a revised version will be brought to the next meeting.

15/CP/15 **Outcome and future actions from the Communications brainstorming session**

15.1 Cllr C Hughes reported on the brainstorming event held in August. She reported that the meeting had been well attended by councillors. She reported on the discussions over the council's name. Following discussion, the Clerk was asked to investigate the legal position of changing names.

15.2 Members reviewed a quote for Photo ID cards and lanyards. The Clerk and Assistant Clerk were requested to proceed with ordering Photo ID cards and Lanyards for both staff and members.

15.3 Members reviewed quotes for business cards. The Clerk and Assistant Clerk were requested to proceed with ordering business cards for members and staff.

15.4 Members discussed purchasing a replacement gazebo for the parish council to use at local events. The Assistant Clerk was asked to investigate costs and report back to the committee.

15.5 Members discussed the creation of a parish calendar. The Clerk reported that there is a calendar produced by the Loddon Benefice.

15.6 Members discussed the council marking events such as commonwealth day.

15.7 The Assistant Clerk gave a verbal update on the council's use of social media. Following discussion, the Clerk and Assistant Clerk were asked to draft a social media policy, for review at the next meeting.

15.8 Members discussed the future of the council's newsletter. The Assistant Clerk offered to carry out a survey at Spencers Wood Carnival, to find out how people want to hear from the council, how often etc. Cllr P Hughes reported that he was drafting a development update sheet to hand out to residents at the carnival.

15.9 Members discussed the creation of a new residents' pack, with useful information about the parish and the parish council.

15.10 Members discussed the need for more opportunities for councillors to meet with residents.

15.11 Members discussed establishing a networking event for parish councillors from Shinfield and the neighbouring parishes – Arborfield, Swallowfield and Earley Town. Following a discussion, the Clerk and Assistant Clerk were asked to write up a short brief for the event and look for a suitable date in November.

15/CP/16 **Correspondence**

There were no items of correspondence.

15/CP/17 **Date of next meeting**

The date of the next meeting was confirmed as Monday 24 October 2015.

The meeting ended at 21.40

List of actions

Ref	Action	Action by
11	Obtain comparative quotes for website development	Clerk
11	Speak to Earley Town Council about their website update experience	Clerk / Assistant Clerk
14.3	Make minor amendments to the model publication scheme	Clerk / Assistant Clerk
14.3	Draft a record management policy	Clerk
14.4	Rework the ordering of the complaints procedure	Clerk / Cllr Greenway
15.1	Investigate the legal position of changing a council's name	Clerk
15.2	Order photo IDs and lanyards for members and staff	Clerk / Assistant Clerk
15.3	Order business cards for members and staff	Clerk / Assistant Clerk
15.4	Investigate the cost of a personalized gazebo for the council to use at local events	Clerk / Assistant Clerk
15.7	Draft a social media policy	Clerk
15.11	Write up a short brief and suggested dates for a networking event	Clerk / Assistant Clerk