

Minutes of a meeting of the Communications and Policies Committee held on Thursday 12 February 2015 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs N Gould, S Madigan (Ch) and I Montgomery.
Attending: S Roberts (Clerk), K Hughes (Assistant Clerk), Cllr J Greenway.

14/CP/21 Co-option of New Member

It was proposed and members RESOLVED to co-opt Cllrs J Greenway and C Hughes on to the Committee.

14/CP/22 Public Questions

There were none

14/CP/23 Apologies and declarations of members' interests

23.1 Apologies were received and accepted from Cllrs M Gough and C Hughes.

23.2 There were no declarations of interest.

14/CP/24 Minutes

24.1 It was proposed and members RESOLVED that the minutes of the meeting of 4 November 2014 were approved as a correct record of the meeting and were signed by the Chair, subject to the addition of a bracket on item 16.2.1

24.2 Matters arising

24.2.1 Loddon Reach Magazine

The Clerk noted that the deadline for the Loddon Reach magazine is the 8th of the month before publication.

24.2.2 New Wokingham newspaper

The Clerk reported a meeting with Mr Phil Creighton, who is establishing a new borough wide weekly newspaper for Wokingham Borough, which will cost fifty pence. The newspaper will have a community focus and the first edition on 27 March 2015 will feature the local elections.

24.2.3 Community forum meetings

Members discussed the recent community forum meeting and the poor feedback from attendees.

24.2.4 Openness of Local Government Bodies Regulations 2014

The Clerk confirmed that the sign relating to media at meetings is up on the wall in the meeting room and that a similar sign is now on the noticeboards and the website.

24.2.5 Policies

The Clerk reported that she and the Assistant Clerk will work through the list of policies to review in advance of the next meeting and give a status update in April. She noted that the Community Engagement policy will be added to the agenda for review at the April meeting. Cllr Greenway offered to look at any updates for the Freedom of Information policy.

24.2.6 Local Council Award Scheme

Members discussed the new Local Council Award Scheme. The Clerk reported that the council had already been registered for the scheme and been awarded foundation status for one year until January 2016. She reported that there were a number of steps that the council needs to go through in advance of the review in December 2015 in order to

achieve the next stage of quality status. Members discussed the need to have two-thirds elected members in order to achieve accreditation. The Clerk will give a status update on this at the April meeting.

24.2.7 **Newsletter**

Members discussed the distribution of the newsletter to Grazeley. The Assistant Clerk noted that the distribution figures will be checked with the distributor to ensure that sufficient copies are kept to deliver around Grazeley. Members discussed various locations around Grazeley that copies of the newsletter could be left.

14/CP/25 **Newsletter**

25.1 The following items were agreed for the newsletter:

Article	To be written by:
Election information	Sue
Neighbourhood plan update	Katy
Planning update including ERR	Katy
Grants – OAP / Panto	OAPs – Katy. Panto trip – Ian M
Zipwire	Already written – photo needed
Budget / Precept report	Katy / Sue
Dates for the diary (to the end of June)	Katy
Defibrillator	Ian M
Garden competition	Ian M

The following timelines were agreed to:

- Articles written by 2 March
- Editorial meeting 5 March
- The Assistant Clerk to arrange with Gillian to do the artwork and layout.
- Aim for delivery from 23 March

14/CP/26 **Annual Report**

26.1 Members discussed the content and creation of the annual report. Following discussion about the annual report from the previous year, members requested that the Clerk and Assistant Clerk meet with committee chairs to draft committee reports for the report and bring a draft version of the report to the April council meeting.

14/CP/27 **Annual Parish Meeting**

- 27.1 Members discussed the Annual Parish Meeting and a change in the proposed date to Thursday 21st May 2015 necessitated by the election purdah period.
- 27.2 Members discussed ideas for speakers. It was noted that Cllr Gould had discussed this with various officers at WBC but that there had been little appetite. The Clerk suggested Mr Phil Creighton, editor of the new Wokingham paper. Following discussion, members asked the Clerk to contact Mr Creighton and invite him to speak.
- 27.3 Members discussed inviting local groups and societies to have stands at the back of the hall and speak to residents before and after the meeting. The Assistant Clerk was asked to make the necessary arrangements for this.
- 27.4 Members discussed the Annual Community Volunteer Award. The Clerk was asked to contact those who nominated volunteers.

14/CP/28 **Volunteer event**

28.1 Members discussed the proposed volunteer event. The Clerk reported that Cllr C Hughes had offered to organise the event. Members agreed to defer further discussion until the next meeting.

14/CP/9 **Correspondence**

The Clerk reported receipt of information on the Arborfield Village Fete scheduled for Saturday 6th June.

The meeting ended at 22:10 hrs.

List of actions

Ref	Action	Action by
24.2.5	Provide an update on the policy review for the April meeting and add the Community Engagement policy for review at the April meeting.	Clerk
24.2.5	Review draft FOI policy	Cllr Greenway
24.2.6	Provide an update on the Local Council Award Scheme for the April meeting	Clerk
24.2.7	Check distribution figures with newsletter distributor	Assistant Clerk
25	Newsletter articles – write and send to Assistant Clerk in advance of editorial meeting on 5 March.	All members
26	Meet with committee Chairs and draft annual report for April council meeting	Clerk & Assistant Clerk
27.2	Invite Mr Phil Creighton to speak at the Annual Parish Meeting	Clerk
27.3	Invite local groups and societies to have a stall at the Annual Parish Meeting	Assistant Clerk
27.4	Contact volunteer award nominators to make arrangements for the Annual Parish Meeting	Clerk