

Minutes of a meeting of the Communications and Policies Committee held on Monday 26 October 2015 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs J Greenway, C Hughes (Ch), P Hughes, I Montgomery and D Peer.
Attending: S E Roberts (Clerk), K Hughes (Assistant Clerk), Mrs Judy English (Resident).

15/CP/18 **Public Questions**

Cllr C Hughes welcomed Mrs English, who had attended to observe the meeting.

The Clerk reported receipt of an email question regarding the Shinfield Parish Council Annual Volunteer Award. Members discussed and confirmed that the award will go ahead, and that the award will be promoted via the council's website and newsletter, that nominations will be open until the end of December and that the award will be made at the Annual Parish Meeting in May 2016.

15/CP/19 **Apologies and declarations of members' interests**

- 19.1 There were no apologies for absence.
- 19.2 There were no declarations of interest.

15/CP/20 **Minutes**

- 20.1 It was proposed and members **RESOLVED** that the minutes of the meeting of 7 September 2015 were approved as a correct record of the meeting and were signed by the Chair, subject to the amendment of the date of the next meeting in item 15/CP/17 to Monday 26 October 2015.

Matters arising

20.2.1 Publication scheme

Members reviewed the revised final draft of the parish council's publication scheme. The Clerk thanked Cllr Greenway for her significant input into the process. Members recommended the publication scheme for adoption by the council.

20.2.2 Document retention policy

Members received tabled copies of the proposed Document Retention Policy. Members were requested to review the policy and provide any feedback to Cllr C Hughes.

20.2.3 Social Media Policy

The Clerk reported that there are elements of a Social Media Policy within the draft Staff Handbook, which is currently in the process of being reviewed and revised. Members agreed that a separate policy to cover other areas will be drafted in due course, if required.

20.2.4 Complaints Procedure

Members reviewed the form and recommended it for adoption by the council, subject to the removal of the reference to reporting complaints via fax.

20.2.5 Council name change

The Clerk confirmed that the investigation into name changes for parish councils is still ongoing.

20.2.6 Lanyards and Photo ID cards

Members reviewed a printed version of the photo IDs and Lanyards for members and approved the designs.

20.2.7 Business Cards for members and staff

Members reviewed a printed version of the business cards and examples of the materials. Members approved the plain card version.

20.2.8 Council Gazebo

The Assistant Clerk reported that this has not yet been actioned, but that quotes will be requested and provided for the next meeting.

20.2.9 Networking event

Members discussed a networking event for local parishes. Members requested that the Assistant Clerk review neighbouring parish meeting calendars (Arborfield, Beech Hill, Earley and Swallowfield, plus representatives from Wokingham District Association of Local Councils) with a view to identifying a possible date in December.

20.2.10 Volunteer event

Members discussed options for a volunteer event. Following extensive discussion, members recommended that an event be arranged for the summer of 2016.

15/CP/21 **Shinfield Parish Council newsletter**

21.1 Members discussed feedback from the Spencers Wood Carnival that residents appreciate the parish council's quarterly newsletter as a source of information, particularly on the upcoming new housing developments. Following discussion, members agreed to produce a newsletter for distribution across a number of strategic locations around the parish, in early December.

21.2 The following articles were agreed, to be submitted to the Assistant Clerk on or before Friday 13 November:

Article	To be written by
Update on the development	Peter
Grant payments	Sue
News on the RBL building	Peter / Andrew
Christmas and New Year waste collection	Katy
Remembrance Day service	Sue
Annual volunteer award	Katy
Annual litter pick weekend	Katy
Chairman's Christmas message	Peter
Street naming (in relation to asking for ideas for street naming for the new developments?)	Katy
Article on hiring the parish hall (parties, regular hirers, facilities)	Carole
News from Shinfield North	Ian M

15/CP/22 **Shinfield Parish Council website**

22.1 Cllr C Hughes gave a brief summary of the website tenders received. The Clerk reported on a scoring system that had been applied to each of the received proposals.

22.2 Cllr Greenway expressed a number of concerns over the Terms and Conditions of one of the proposals.

22.3 Following extensive discussions, members concluded that the tendering process has not supplied a provider that members felt comfortable with awarding a contract to. Members requested that Cllr C Hughes and P Hughes re-consider the tender specification that had been issued. Cllr Greenway agreed to seek further advice on website providers at the forthcoming 2015 Locality Convention.

15/CP/23 **Local Council Award Scheme**

23.1 Members reviewed a spreadsheet on the status and action items for achieving the foundation and first stages of the local council award scheme.

- 23.2 Following review and discussion, members requested that the Clerk and Assistant Clerk draft a statement on community engagement and on community consultation, for review at the next meeting.
- 23.3 The Clerk reported on a staff and member training policy that has been drafted. Members were requested to review the policy, with a view to agreeing any amendments and making a recommendation for adoption at the next meeting, scheduled for Thursday 19 November, 12 – 2pm.
- 23.4 The Clerk reported that an annual action plan for the council was required to achieve the foundation status. Members agreed that the council Chairman, Cllr Peter Hughes, should draft this.
- 23.5 Members reviewed the draft Health and Safety policy, and recommended it for approval by the council, subject to the amendments already recommended by the Finance and Staffing and Recreation and Amenities committees.

15/CP/24 **Marketing of the parish hall**

- 24.1 Cllr C Hughes reported on the need to consider the marketing of the parish hall.
- 24.2 Members noted that Shinfield Infant and Nursery School are about to commence the build of their new hall, which will create competition for the parish hall at School Green.
- 24.3 Members considered an article for the forthcoming council newsletter, and a review of the text and information about the hall currently included on the website.
- 24.5 The Assistant Clerk was asked to investigate whether the parish hall is featured on other websites that detail available hall hire space within the local area.

15/CP/25 **Correspondence**

There were no items of correspondence.

15/CP/25 **Date of next meeting**

The date of the budget meeting was confirmed as Thursday 19 November, from 12 – 2pm
The date of the next meeting was confirmed as Thursday 21 January 2016

The meeting ended at 21:15

List of actions

Ref	Action	Action by
20.2.1	Add publication scheme to November council agenda	Clerk
20.2.2	Review and give feedback on draft Document Retention policy	All members
20.2.4	Add complaints procedure to November council agenda	Clerk
20.2.6	Order lanyards and photo ID cards	Assistant Clerk
20.2.7	Confirm details with members and order business cards	Assistant Clerk
20.2.8	Seek quotes for replacement personalised gazebo	Assistant Clerk
20.2.9	Liaise with neighbouring Clerks to arrange a networking event for December	Clerk / Assistant Clerk
21.2	Submit newsletter articles to the Assistant Clerk	Cllrs P Hughes, I Montgomery, C Hughes, Clerk.
22.3	Review website tender specification	Cllrs P Hughes, C Hughes
	Review other websites and seek guidance from contacts at Locality Convention	Cllr J Greenway
23.2	Draft a policy on community engagement and community	Clerk / Assistant Clerk

	consultation	
23.3	Review and give feedback on draft training policy	All members
23.3	Add review of draft training policy to the November 19 th meeting	Clerk
23.4	Draft an annual action plan for the council	CLlr P Hughes
23.5	Add Draft Health and Safety policy to the November council agenda	Clerk
24.5	Investigate whether the parish hall features on other local hall hire websites	Assistant Clerk