

# WEST HADDON PARISH COUNCIL

Executive Officer: Mrs Gill Wells



## Communications and Events Committee

West Haddon Parish Council

Date: 9<sup>th</sup> October 2019

7.30pm

Venue: West Haddon Chapel Room

Attendees:

Cllr P Norman (Chair)  
Cllr P Baldwin  
Cllr S Leadbeater  
Cllr S Kerr  
Cllr S Tringham  
Cllr D Spencer

Apologies

Executive Officer – G Wells

### OPENING PROCEDURES.

1. Election of Chair – Motion Agreed:- Cllr P Baldwin was elected to the position of Chair for the Communications and Events Committee.
2. Election of Vice Chair – Motion Agreed:- Cllr S Tringham was elected to the position of Vice Chair for the Communications and Events Committee.
3. Apologies – there were no apologies.
4. Public Session – there were no members of the Public present.
5. Declarations of Interest – there were no declarations of interest.
6. Requests for dispensations – there were no requests for dispensations.

### POLICIES & PROCEDURES

7. Terms of Reference – Motion Agreed:- It was resolved that the draft Terms of Reference for the Communications and Events Committee be approved and recommended to Full Council for approval.

### NEWSLETTER

8. To consider and approve an SLA for the newsletter Editor including editorial rights – Motion Agreed – It was resolved that, subject to confirmation of some minor amendments to the SLA by Members of the Committee, the SLA would be forwarded to the newly appointed Editor of the newsletter for signing.
9. To consider time lines and procedures with regard the deadline for receipt of copy, printing and distribution of the newsletter – Motion Agreed:- It was resolved that the 18<sup>th</sup> of each month would remain as the deadline for the receipt of copy and anything received after this date would only be accommodated if time allowed. The newsletter would continue to be distributed prior to the end of the calendar month.
10. To consider any content that the PC would like to see included in the publication to be advised to the Editor of the publication – Motion Agreed:- It was resolved that the Editor should make such decisions and advise on requirements, or seek advice if required, although sporting reports from local clubs was suggested as a regular feature within the publication.
11. To consider advertising costs, number of adverts allowed and lay out within the publication – Motion Agreed:- It was resolved that the advertisers would be charged the following costs per month – with 3 months being the minimum period of advertising and fees received prior to publication:- £6 for a small advert; £24.00 1/4 page advert; £36.00 1/2 page advert; and £72.00 for a full page advert. The Executive Officer would forward an application form and details of costs to the Editor for inclusion in the magazine.
12. To consider and approve any amendments to the size & colour of the publication – Motion Agreed:- It was resolved that the publication would continue to be printed as A4 but that this would be reviewed with the Editor in January 2019. The Executive Officer was instructed to request a glassy hard cover mock up from the printing company.
13. To consider budgetary requirements for the period 2020-2021 for recommendation to the Finance & Human Resources Committee for inclusion in the forthcoming budget

preparations – Motion Agreed:- It was resolved that the Committee would recommend a figure of £7,500 for the 2020-2021 budget for the purposes of editing, printing and distributing of the newsletter.

#### **WEBSITE**

14. To consider and approve the establishment of a new website for the Council to be hosted by 2Commune – Motion Agreed:- It was resolved that the 2Commune website be ordered and that the website address would be westhaddonparishcouncil.gov.uk with the Executive Officers address being linked to the site and the official internet correspondence for the Council.

15. To approve the Executive Officer as Manager of the new Website and to delegate responsibility to that person for uploading onto said website – Motion Agreed:- It was resolved that the Executive Officer be the Manager of the new Website and would be responsible for uploading information onto that site. Further, that Cllr Stephens would be requested to be back up for the site in the Exec' Officer's absence and, further, that Cllr Stephens be retained as Manager of the existing website until the new site was up and running.

16. To approve content for inclusion on the website on top of statutory requirements for Council documents – Motion Agreed:- It was resolved that, initially, the statutory requirements would be uploaded and, thereafter, the Committee would consider other items for inclusion on the site.

17. To consider and approve a link through the website to Twitter and Facebook and to propose a policy to Full Council regarding the use of social media which safeguards its usage and the Councils role in it – Motion Agreed:- It was resolved that the new website would link to a Facebook and Twitter feed and that the Committee would consider a Social Media Policy for recommendation to Full Council for approval.

18. To consider and approve the set up of Councillor email addresses hosted through the website 2Commune – Motion Agreed:- It was resolved that the Executive Officers address would remain as the official correspondence address for receipt & dissemination of official council information. Moreover, that Councillors would be reminded again not to use their personal email addresses for Council correspondence but would be requested to advise the Clerk of an email address they were happy to use for Council business.

19. To consider budgetary requirements for the period 2020-2021 for recommendation to the Finance & Human Resources Committee for inclusion in the forthcoming budget preparations – Motion Agreed:- It was resolved that the Committee would recommend a figure of £2,000 for the 2020-2021 budget for the purposes of hosting, licensing and training costs associated with the website.

#### **PARISH COUNCIL EVENTS**

20. To consider and start formulating a programme of events, services, that can be facilitated and managed by the Council in the period 2020-2021 as well as contemplating the budgetary requirements to deliver such a programme for recommendation to the Finance & Human Resources Committee for inclusion in the forthcoming budget preparations. Motion Agreed:- It was resolved that the Council would pursue engagement with the community and consider what events / services the Council could facilitate in terms of providing care, services, training to the community. Initially, Cllr Spencer would carry out an initial investigation to establish what organisations and clubs there already were in the parish and would feed this back to the Executive Officer. It was also resolved that the Committee would recommend a figure of £10,000 in the budget for the period 2020-2021 for the purposes of facilitating services in the community.

#### **CLOSING PROCEDURES**

21. Date of next meeting – 4<sup>th</sup> December 2019.