



SPEEN PARISH COUNCIL MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING HELD ON MONDAY 5th June 2017 AT SPEEN PAVILION, SPEEN STARTING AT 7.30 P.M.		
Present	Parish Councillors	Cllrs J Apicella, R Scorey, A Armirtharaj, T Mathers
	WBDC Councillor	None
	Parish resident	None
	Clerk & RFO	M Gould

Open Session: No guests or press were present.

Resolution	Item	Action
Item 1 resolved	1. Election of Chair of Communications Committee Proposal: To elect Chair of Communications Committee. Cllr Scorey nominated for Chair. Proposer Cllr Apicella, seconder Cllr Mathers. All in favour. Cllr Scorey abstained.	
Item 2 resolved	2. Election of Vice-chair Proposal: To elect Vice Chair of Communications Committee. Cllr Amirtharaj nominated for Vice Chair. Proposer Cllr Apicella, seconder Cllr Scorey. All in favour. Cllr Amirtharaj abstained.	
	3. Apologies for absences: No apologies had been received.	
	4. Minutes of previous meeting Inaugural meeting so no Minutes of previous Communications Committee meetings to approve.	
	5. Declarations of Interest: To declare any financial, personal and/or prejudicial interests and their nature in relation to items on the agenda. No declarations were made.	
Item 6 resolved	6. Acceptance of delegated powers: Proposal: To accept powers delegated from full council at the Annual Council meeting held on 15/5/17 for the 2017/18 term according to Terms of Reference adopted by Full Council at the meeting held on 13-3-17. Proposer Cllr Mathers, seconder Cllr Apicella. All in favour.	
Item 7 resolved	7. Budget & discretionary spending limits Total sum allocated by council to Communications committee is £1,330. Proposal: To accept budget & discretionary spending limits (as delegated to Communications committee by full council at the meeting held on 15-5-17). Proposer Cllr Apicella, seconder Cllr Mathers, all in favour. Cllr Scorey signed the Committee Budget Allocation record to confirm receipt of budget by committee.	
Item 8 resolved	8. Diary of meetings for 2017/18 term: Proposal: Communications Committee to meet quarterly on the first Monday of month at 7:30pm (5 th June 2017, 4 th Sept 2017, 4 th December 2017, 5 th March 2018). Additional meetings may be scheduled <i>ad hoc</i> . Proposer Cllr Scorey, seconder Cllr Mathers, all in favour. Committee to request full council agree set up of a working party for newsletter preparation meetings. Clerk to add to agenda for council meeting to be held on 12-6-17.	Clerk
	9. Website & Email system Cllr Amirtharaj advised the committee of the outcome of his investigations and presented a discussion document considering costs and efficiency of current provider	

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	<p>when new website operational.</p> <p>Facebook good means of making community more aware of the ways in which council works for local areas. Facebook and website must NOT be used for advertising of local services and companies. These platforms are to be restricted to council activities only.</p> <p>No other social media platforms are appropriate for the council activities so will not be used.</p>	
	<p>11. Use of assets for public communications: 5x noticeboards, red phone box</p> <p>Noticeboard content requires updating with new councillor details. Clerk to organise. Cllr Apicella has been to look at red phone box in Stockcross for the Maintenance Committee. Could potentially be used to advertise council activities as currently unused for anything else.</p>	Clerk
	<p>12. Advertising for new councillors:</p> <p>Advert for new councillors to be posted on noticeboards as soon as possible. Clerk to organise. Stockcross red phone box could be used also to advertise for new councillors.</p>	Clerk
Item deferred to next meeting	<p>13. Advertising use of assets, facilities and open spaces to residents:</p> <p>Recreation grounds currently heavily used and new users tend to seek council anyway so active advertising not required currently. Pavilion in Speen requires changes to locks before suitable for new users. Defer item to next meeting once Development Committee have met and work to Speen Pavilion has been completed.</p>	
	<p>14. Speen fete stall: organisation of fun activities, planned attendance of councillors</p> <p>Clerk has made preparations for the fete. Clerk to send adverts for councillors and new Clerk to Communications Committee for review. Some to be printed out for fete and available for interested parties.</p> <p>Cllr Apicella & Cllr Amirtharaj to liaise re Saturday 12-1pm set-up stall. Cllrs Amirtharaj, Apicella, Mathers & Newell-Hart to be on stall during the afternoon.</p>	Clerk Cllrs Apicella / Amirtharaj
	<p>15. Compliance with statutory requirements & policies:</p> <p>Clerk has already drafted policies below and will review these w/c 20th June. Communications committee to review and correspond by email with aim of recommending adoption by full council at July meeting ideally.</p> <ul style="list-style-type: none"> • Freedom of Information • Data protection • Document retention • Electronic communications <p>Clerk to review the following and ensure new website contains the required content according to Information Commissioner's Office:</p> <ul style="list-style-type: none"> • Model publication scheme <p>Clerk to investigate the following and prepare a short document for council meetings.</p> <ul style="list-style-type: none"> • Rules & notice of recording meetings 	Clerk

There being no further business to conduct, the meeting ended at 8:55pm

Signed:	Name (print):	Date:
	Position:	

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