

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Communications and Policies Committee held on Thursday 19 January 2017 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs G Hewett, C Hughes (Ch), A Masood and D Peer.

Attending: Sue Roberts (Clerk), Katy Hughes (Deputy Clerk).

16/CP/33 Public Questions

There were none.

16/CP/34 Apologies and declarations of members' interests

34.1 Apologies were received and accepted from Cllr P Hughes.

34.2 There were no declarations of interest.

16/CP/35 Minutes of the Previous Meeting

35.1 It was proposed and **RESOLVED** that the minutes of the meeting of 17 November 2016 were a correct record of the meeting, and these were signed by Cllr C Hughes.

35.2 Matters arising:

The following matters arising were discussed. All other action items were noted as being on the agenda for further discussion.

35.2.1 Councillor Surgeries

Members noted that the Borough Councillors have been invited to attend the surgeries (dates to be set for 2017) and that B/Cllrs Patman and Munro had attended the last session held at the parish hall.

35.2.2 Website

Cllr C Hughes reported that a significant amount of work has gone into mapping the existing website and working on the development of a new site, which will be mobile and tablet compatible.

Following discussion, the following actions were requested:

- Cllr Hewett to send feedback to the Deputy Clerk on the existing site, to ensure the matters are considered for the new site.
- The Deputy Clerk to contact Carrera and schedule a date for completion and switch over to the new site, with a target to launch the site at the Annual Parish Meeting.
- Training to allow both the Clerk and Deputy Clerk to update the new site to be scheduled

Members discussed the possibility of adding an online hall bookings tool and investigating whether the council could accept credit card payments.

35.2.3 Chairman's Regalia

The Clerk reported that the regalia should be ready for dispatch from the manufacturer on 1st February.

35.2.4 New residents' pack

Members reviewed a sample of the work on the new residents' pack completed to date. The following feedback and suggestions were made:

- Cllr Hewett to review and add additional information to the History of Shinfield section.
- Remove the word 'casual' from the vacancy information on parish councillors
- Add information on railway stations, the Spencers Wood Pavilion and SWP Youth Club
- Revise and consider new photographs for the front and rear cover, and include a 'Printed on' date on the front cover.

Members were asked to:

- Review the content and give and further feedback
- Consider ways in which the pack could be distributed to new residents moving into older housing stock

It was hoped that the pack could be ready to launch at the Annual Parish Meeting.

Members discussed printing options.

35.2.5 Community Engagement

Members reviewed the updated text on the Neighbourhood Plan and recommended some minor changes. The updates to the information on councillors was accepted and the policy was recommended for adoption by the council at the February council meeting.

16/CP/36 **Newsletter**

- 36.1 The Deputy Clerk circulated two draft copies of the spring 2017 newsletter, for review and comment.
- 36.2 Following discussion, the second version, including a larger section on the development update was identified as the preferred option.
- 36.3 The Deputy Clerk was asked to verify some information on this section to ensure accuracy.
- 36.4 A list of proposed dates for future newsletters was circulated and Cllr C Hughes asked members to note these dates.

16/CP/37 **Annual Report 2016/17**

The Clerk showed members a copy of the Annual Report for 2015/16. Following discussion, it was agreed that the same process would be followed for this year's report, with the Clerk drafting the content in conjunction with the committee Chairs, and the Deputy Clerk completing the layout.

16/CP/38 **Annual Parish Meeting**

Following a discussion on the meeting and options for discussion topics, the Clerk was asked to contact the volunteer group and invite them to give a talk on the work being undertaken across the parish on footpaths and local walks.

16/CP/39 **Community Events**

The following community events were discussed:

39.1 Shrove Tuesday Pancake Day event: Tuesday 28th February 2017

This event will be held on School Green as in 2016, and will be organised predominantly by Rev. Nathan Hunt from Shinfield Baptist Church. This event will be advertised in the forthcoming newsletter.

39.2 Arts & Crafts Trail – Possibly September

Cllr C Hughes reported that a meeting with key people involved in this will be scheduled soon, and further details determined for this event.

39.3 Spencers Wood Carnival – September

Members noted that the community event budget for this has been approved, and it is anticipated that the parish council will have a high profile at the event again this year.

39.4 Councillor surgeries and parish roadshows

Following discussion, the Clerk and Deputy Clerk were asked to identify four dates for 2017, ideally Saturday mornings, where surgery sessions could be held across the parish. These would be held in Grazeley, Shinfield and at Caf' Active in Spencers Wood. Members noted a wish to include the Borough Councillors as well as the local police at these events.

16/CP/40 **New Community Centre**

The Clerk gave a brief verbal update on the status of the New Community Centre project and noted the need for a communication strategy for the project as it gains momentum through 2017 and onwards.

16/CP/41 **Correspondence**

There were no correspondence items to discuss.

Cllr C Hughes requested that 'celebrating success' be added as a standing item on the agenda, to note achievements that the council has made, which should be incorporated into communications.

16/CP/42 **Date of next meeting**

Members confirmed the date of the next meeting as Thursday 30 March 2017

The meeting ended at 21.15.

List of actions

Ref	Action	Action by
35.2.2	Send feedback on the existing website to the Deputy Clerk	Cllr Hewett
35.2.2	Contact Carrera to get a date for completion of the website launch and training	Deputy Clerk
35.2.4	Make recommended updates to the new residents' pack	Deputy Clerk
35.2.5	Add Community Engagement policy to the February Council agenda for adoption	Clerk
36.3	Check and verify newsletter information	Deputy Clerk
36.4	Note newsletter dates for 2017	All members
37	Draft content and layout Annual Report	Clerk / Deputy Clerk
38	Invite the volunteer group to speak at the Annual Parish Meeting on footpath works	Clerk
39.1	Arrange a meeting to finalise plans for the Pancake Day Race	Clerk / Deputy Clerk
39.2	Arrange a meeting to progress the Arts and Crafts Trail	Clerk / Deputy Clerk
39.4	Identify dates for councillor surgeries across the parish, and invite Borough Councillors and police to attend	Clerk / Deputy Clerk
41	Add 'Celebrating Success' to the C&P agendas going forward	Clerk