

Minutes approved on:	
-------------------------	--



Clerk: Mrs S E Roberts
Shinfield Parish Hall
School Green
Shinfield
Reading
RG2 9EH
Tel: (0118) 988 8220
E-mail: clerk@shinfieldparish.gov.uk
www.shinfieldparish.gov.uk

DRAFT

Minutes of a meeting of the Communications and Policies Committee held on Thursday 30 March 2017 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs G Hewett, C Hughes (Ch), P Hughes, A Masood and D Peer.
Attending: Sue Roberts (Clerk), Katy Hughes (Deputy Clerk), Mrs B Mumford (Resident)

16/CP/43 **Public Questions**
There were none.

16/CP/44 **Apologies and declarations of members' interests**
44.1 There were no apologies for absence as all members were present.
44.2 There were no declarations of members' interest.

16/CP/45 **Minutes of the Previous Meeting**
45.1 It was proposed and **RESOLVED** that the minutes of the meeting of 19 January 2017 were a correct record of the meeting, and these were signed by Cllr C Hughes.
45.2 Matters arising:
The following matters arising were discussed. All other action items were noted as being on the agenda for further discussion.
45.2.1 New website
Cllr C Hughes reported that the link to the test website had been sent to members but noted that no feedback had been received. Members were reminded of the link, and asked to send any comments by Friday 7th April to the Clerk and Deputy Clerk. Non receipt of feedback will be considered as approval of the changes.
45.2.2 Newsletter dates
Cllr C Hughes asked the Deputy Clerk to circulate the proposed list of newsletter dates for 2017.
45.2.3 Pancake Day Races
Cllr C Hughes reported on the success of the Pancake Day Races on 28 February. The Clerk reported that Sopra Steria will match fund the money raised for the Lion and Dolphin Children's wards at the Royal Berkshire Hospital. Members
45.2.4 Arts and Crafts Trail
Cllr C Hughes reported on the plans so far for the arts and crafts event scheduled for Saturday 21st October. The event is in the early stages of planning, and ideas and feedback from members, plus their support to help the event run on the day, was requested. Cllr C Hughes reported that the working group will meet again on 13th April and will propose a budget for the event.
45.2.5 Councillor surgeries

Following discussion, members agreed to trial a weekday drop-in session, run by members and supported by the staff. It was proposed to run this on a Monday morning and a Tuesday afternoon, alternately, each week, and report on it at the next meeting.

The Deputy Clerk offered to create some flyers to promote the dates, once they are set.

16/CP/46 Annual Report

- 46.1 Members discussed the annual report distribution, and following the discussion, members agreed that this be distributed at the meeting, and at the forum meeting on Monday 24th April, along with distribution at some key locations around the parish.
- 46.2 The Clerk was asked to circulate the draft committee reports to the committee Chairs, along with a date for feedback which will work around staff leave and give time for the Deputy Clerk to complete the layout.
- 46.3 Members agreed to include clear but concise financial information.

16/CP/47 Annual Parish Meeting

- 47.1 Following a discussion on the meeting, members agreed to amend the agenda to include a short welcome from the Chairman, following by presentations from Oakbank School and the Volunteer Group. The presentations will then be followed by a report from the Chairman on the council year, and on plans for the coming year. The questions and open forum will then be held until the meeting closes at 9pm.
The close of the meeting will be followed by light refreshments and an opportunity to network.
It was suggested that the speakers are asked if they are willing to stay after the meeting to answer questions, if there are more questions than the time allotted for the presentation and questions.
- 47.2 The Clerk confirmed that lapel microphones have been ordered. A lectern is still required.
- 47.3 Members requested a question box for those who do not wish to ask their question publically, or who are unable to stay until the end.

16/CP/48 New residents' booklet

- 48.1 Copies of the new residents' booklet were circulated to members. Following discussion, members were asked to give feedback by 11am on Friday, as the Deputy Clerk will send these to print on Friday 31st March.
- 48.2 Following discussion, members approved a quote of £254 for an initial print run of 1,000 copies, which will be distributed to new homes already occupied on the new developments, and copies will be given to the sales offices on the new developments, and available to collect from the Parish Office.

16/CP/49 Newsletter

- 49.1 Cllr C Hughes reported that the committee is happy with the new distribution company being used to deliver the newsletters.
- 49.2 She reported that the content for the next newsletter will need to be discussed nearer the proposed preparation and printing time. An editorial meeting was scheduled for 1:30pm on Tuesday 23rd May.
- 49.3 The Deputy Clerk reported that the next three newsletters are anticipated to be June, September and December. Members discussed means of reaching out to residents, and the sorts of information that residents would want to receive.

16/CP/50 Celebrating success

- 50.1 The Clerk reported on very positive stories relating to two grants given in the last grants round, to the Veteran Trees and the Shinfield North Community Group.
- 50.2 Cllr C Hughes praised the success of the Pancake Day Races.

16/CP/51 **Correspondence**

51.1 The Clerk reported on an email from WBC regarding the next Shinfield Parish Forum meeting, scheduled for Monday 24 April at Three Mile Cross Church Centre. Following discussion, the Clerk was asked to contact WBC to express concerns over the proposed topics for the 'market place' drop-in, and ask for an opportunity for Cllr P Hughes to present.

16/CP/52 **Date of next meeting**

Members noted the need to schedule a short meeting following the Annual Meeting of the Council in May, to elect a Chair and Vice-Chair for the committee. Members noted the date of the next full meeting as Thursday 3rd August.

The meeting ended at 21.10.

List of actions

Ref	Action	Action by
45.2.1	Review the test website and give feedback to the Clerk and Deputy Clerk by Friday 7 th April	All members
45.2.2	Circulate the list of proposed newsletter dates for 2017 to members	Deputy Clerk
45.2.4	Make and suggestions / volunteer your help for the arts event on Saturday 21 st October	All members
45.2.5	Set some dates and produce some flyers for the weekday councillor surgery drop-in sessions	Clerk / Deputy Clerk
46.2	Circulate the draft reports for the Annual Report to committee Chairs for review	Clerk
47.2	Follow up on lapel mic's and lectern for the Annual Parish Meeting	Clerk / Deputy Clerk
47.3	Organise a questions box for the Annual Parish Meeting	Clerk / Deputy Clerk
48.1	Give feedback to the Deputy Clerk on the new residents' booklet by 11am on 31 st March	All members
48.2	Arrange printing and distribution of new residents' booklets	Deputy Clerk
51.1	Contact WBC regarding the next WBC Shinfield Parish Community Forum meeting	Clerk