

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](mailto:clerk@shinfieldparish.gov.uk)  
[www.shinfieldparish.gov.uk](http://www.shinfieldparish.gov.uk)

## DRAFT

### Minutes of a meeting of the Communications and Policies Committee held on Tuesday 06 June 2017 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 13.15 hrs.

Present: Cllrs G Hewett, C Hughes and D Peer.

Attending: Katy Hughes (Deputy Clerk)

#### 17/CP/01 Election of Chairman

Cllr C Hughes was nominated, seconded and duly elected as Chairman of the committee for the ensuing year.

#### 17/CP/02 Election of Vice-Chair

Cllr Hewett was nominated, seconded and duly elected as Vice-Chairman of the committee for the ensuing year.

#### 17/CP/03 Public Questions

There were none

#### 17/CP/04 Apologies and declarations of members' interests

4.1 Apologies were received and accepted from Cllrs P Hughes and A Masood.

4.2 There were no declarations of members' interest.

#### 17/CP/05 Terms of Reference

Members reviewed the Terms of Reference for the committee.

Following discussion, members requested that one item proposed to be removed, be reinstated: 'Regular review of standing orders and policies not relating to personnel or finance'

Subject to the reinstatement of the above item, the updated Terms of Reference was approved and adopted.

#### 17/CP/06 Minutes of the Previous Meeting

6.1 It was proposed and **RESOLVED** that the minutes of the meeting of 30 March 2017 were a correct record of the meeting, and these were signed by Cllr C Hughes.

6.2 Matters arising:

##### 6.2.1 New website

The Deputy Clerk reported that the new website is now up and running. It is still a work in progress, as new pages and information is being added. The Deputy Clerk reported that she is due to attend a Word Press website building training session shortly.

##### 6.2.2 Newsletter dates

The Deputy Clerk reported that the next newsletter is due for delivery this week, and will go out to distribution the week commencing 12<sup>th</sup> June. This was delayed for a few weeks to avoid clashing with general election materials.

The Deputy Clerk asked for other members to consider writing newsletter articles, or suggesting topics for newsletter items.

6.2.3 Arts and Crafts Trail

Cllr C Hughes reported that there had not been a meeting since April, due to holiday, illness etc. The next meeting is scheduled to be at the end of June. Members discussed the event, and it was noted that there will be a detailed update at the next meeting, and a budget proposal for the event will be brought to the July council meeting.

6.2.4 Councillor surgeries

Members discussed the proposals for councillor surgeries. It was noted that, due to other issues, day time drop in sessions have not yet been established. Following discussion, Cllr C Hughes asked that this be added as an agenda item for further discussion at the next meeting.

6.2.5 Annual Report

Members noted that this was done and the annual report was distributed at the Annual Parish Meeting. The Annual Report will be incorporated into the forthcoming newsletter.

6.2.6 Lapel mic and lectern

Members noted that a lapel mic was ordered for the meeting, but that a lectern was still required. The Deputy Clerk was asked to circulate some details of a suitable lectern, and Cllr C Hughes will raise this at the next council meeting.

6.2.7 Questions box

The Deputy Clerk reported that no questions had been received at the Annual parish meeting. The Deputy Clerk was asked to investigate options for a permanent suggestions box for the parish hall.

6.2.8 New Residents' booklets

Cllr C Hughes reported that these have been printed, and the Deputy Clerk confirmed that they have been distributed to all development sites and to the local estate agents. She reported that new residents collecting blue waste bags are also being given a copy.

6.2.9 Community Forum meeting

Cllr Peer confirmed that the council's concerns over the new forum meeting format was discussed at a recent meeting at Shute End, and was also discussed with B/Cllr Haitham-Taylor at the May council meeting.

17/CP/07 **2017/18 Priorities**

Following discussions, members noted that the committee's priorities were identified at the budget setting, stage, but recognised that reviews of CIL spending priorities meant that larger projects could be considered.

Cllr C Hughes discussed a proposal for wider use of School Green, and a proposal for a permanent structure on the green. The Deputy Clerk was asked to follow up on quotes for installing an electricity supply to the green.

Further discussions on committee priorities were deferred to the next meeting.

17/CP/08 **Correspondence**

There were no correspondence items

17/CP/09 **Date of next meeting**

The date of the next meetings were confirmed as Thursday 3 August and Thursday 16 November.

*The meeting ended at 14.36*

**List of actions**

<b>Ref</b>	<b>Action</b>	<b>Action by</b>
5	Update the Terms of Reference for the committee	Deputy Clerk
6.2.3	Add budget details for the Arts event to the July council meeting	Clerk
6.2.4	Add further discussion on councillor surgery sessions to the agenda for the next meeting	Clerk
6.2.6	Circulate details of a suitable lectern for consideration	Deputy Clerk
6.2.7	Circulate details of a suitable suggestions box for the Parish Hall	Deputy Clerk
7	Obtain quotes for an electricity supply for School Green	Deputy Clerk
7	Add review of committee priorities for the agenda for the next meeting	Clerk