

Minutes approved on:	
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## DRAFT

### Minutes of a meeting of the Communications and Policies Committee held on Thursday 16 November 2017 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs G Hewett, C Hughes, P Hughes and D Peer.  
Attending: Katy Hughes (Deputy Clerk), James Reid (Resident)

17/CP/35 **Public Questions**  
There were none

17/CP/36 **Co-option**  
Members **RESOLVED** to approve the co-option of Cllr Gray to the committee.

17/CP/37 **Apologies and declarations of members' interests**  
37.1 Apologies were received and accepted from Cllr Gray.  
37.2 There were no declarations of members' interest.

17/CP/38 **Minutes of the Previous Meeting**  
38.1 It was proposed and **RESOLVED** that the minutes of the meeting of 02 October 2017 were a correct record of the meeting, and these were signed by Cllr C Hughes, subject to an amendment to item 27.2.7 to read '£500 plus installation costs'.

38.2 Matters arising:

38.2.1 Make pens and paper available for the suggestion box

The Deputy Clerk reported that this had been done.

38.2.2 CIL form for the power supply to School Green

The Deputy Clerk reported that this had been done.

38.2.3 Thank you card

The Deputy Clerk reported that this had been done.

38.2.4 Dog waste bins

Members reviewed options for dog waste bag dispensers and made a **RECOMMENDATION** to the Recreation and Amenities Committee to purchase 4 dispensers from RJB and for the Deputy Clerk to source bright coloured dog waste bags to put in them.

Members noted the vinyl stickers ordered for the SID devices can be placed on these bins to identify them as being provided by the parish council. Members discussed whether, longer term, there were sponsorship opportunities for these bag dispensers.

38.2.5 Marketing strategy for the hall

Cllr C Hughes reported that a marketing event has been planned for the hall on Saturday 27 January 2018 between 2 and 5pm. She asked for members to consider volunteering on the day to support the event.

Cllr Peer reported that Cllr C Hughes could speak with Cllr Gray, who would be able to put her in touch with some contacts who may be able to assist with marketing.

The Deputy Clerk confirmed that an inventory of kitchen utensils and crockery will be carried out between Christmas and New Year.

Cllr P Hughes reported that he and the Deputy Clerk will put a brochure together for potential hirers.

The Deputy Clerk was asked to obtain a quote for a ceiling mounted projector and screen for the main hall.

38.2.6 Volunteer event invitations

The Deputy Clerk reported that this was done.

38.2.7 School Choir for the Remembrance Day Service

Members noted that Shinfield St Mary's Junior School choir had sung at the event.

17/CP/39 **Newsletter winter 2017**

Cllr C Hughes reported that, due to the autumn newsletter being deferred to early October, the next newsletter will be produced for distribution in Mid-January.

Members noted that the following items could be included:

- An advert / write up for the open house event, and the hall refurbishment
- Latest information on the local plan update
- A report on the SID devices
- Council 5 year strategy
- What's on events
- An article on volunteering, incorporating the car service article, and potentially a piece on local clubs.

17/CP/40 **Future events**

40.1 Carols on the Green – Friday 15 December 2017

Cllr C Hughes reported that she, the Clerk and Deputy Clerk had met with Nathan on 15 November, to discuss the event, which will be held on School Green between 6 and 7pm, and will be followed by seasonal refreshments at Shinfield View Care Home.

It was noted that it was unclear whether the external electricity supply on School Green would be in place in time for the event. The Deputy Clerk was asked to follow up on this.

Following discussion, members **RESOLVED** to fund the purchase of a 10ft Christmas tree, and a clamp / mount, which Cllr P Hughes volunteered to source.

40.2 Open House Event – Saturday 27 January 2017

Cllr C Hughes reported on a planned open house event, for the afternoon, to promote the hall to potential new hirers. Refreshments will be served at the event.

Following discussion, Cllr C Hughes agreed to establish a mailing list for potential new hirers, and asked for any suggestions from other members.

17/CP/41 **Budget update**

41.1 Members reviewed a report on the committee's spend to date.

41.2 Following discussion, members **RECOMMENDED** the following budget for 2018/19

Code	Description	2018/19 budget
4083	Advertising	£2,500
4084	Promotional materials	£3,000
4085	Website	£1,500
4086	Newsletter	£7,500
4170	Hospitality	£500
4087	Local community events	£5,000
4088	Noticeboards	£6,000
New item	Marketing consultancy	£6,000
	<b>TOTAL</b>	<b>£32,000</b>

17/CP/42 **Community Engagement 2018**

42.1 Newsletters

Following discussion, members noted a wish to increase the frequency of the newsletter from quarterly to bi-monthly, and the newsletter budget for 2018/19 was set to reflect the wish to produce 6 newsletters per year.

42.2 Website

Members discussed the website and Cllr C Hughes asked that if any out-of-date information is seen, please inform the Deputy Clerk.

The Deputy Clerk asked members to review their website bios and, if out-of-date, provide updated information to the Deputy Clerk.

42.3 Spencers Wood Carnival

Members noted the importance of this as a community event, and the importance of the council continuing to support the event. Members noted the need to meet with organisers nearer the time.

17/CP/43 **New Shinfield Community Centre**

Members noted that the RIBA competition has been launched.

17/CP/44 **Celebrating success**

Members discussed the success of the volunteer event, and noted the positive feedback received.

17/CP/45 **Correspondence**

The Deputy Clerk reported on the Royal British Legion Remembrance Sunday 2018 centenary programme, partnering with 'Never Such Innocence' to feature children and young people.

17/CP/46 **Date of next meeting**

The date of the next meeting was confirmed as Thursday 18 January 2018 at 7.30pm

*The meeting ended at 21.25*

## List of actions

<b>Ref</b>	<b>Action</b>	<b>Action by</b>
38.2.4	Add recommendation for purchase of dog waste bag dispensers to the Recreation and Amenities Committee agenda	Deputy Clerk
38.2.5	Kitchen inventory to be carried out over the Christmas period	Deputy Clerk
38.2.5	Put together marketing brochure	CLlr P Hughes & Deputy Clerk
38.2.5	Obtain a quote for a ceiling mounted projector and screen	Deputy Clerk
40.1	Follow up on School Green electricity supply	Deputy Clerk
40.1	Source a clamp / stand for the School Green Christmas tree	CLlr P Hughes
40.2	Establish a mailing list for potential hirers	CLlr C Hughes
42.2	Review website bios and send any updates to the Deputy Clerk, if required.	All councillors