

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Communications and Policies Committee held on Thursday 01 February 2018 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

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

Attending: Katy Hughes (Deputy Clerk)

17/CP/47 **Public Questions**

There were none

17/CP/48 **Apologies and declarations of members' interests**

48.1 There were no apologies as all members were present.

48.2 There were no declarations of members' interest.

17/CP/49 **Minutes of the Previous Meeting**

49.1 It was proposed and **RESOLVED** that the minutes of the meeting of 16 November 2017 were a correct record of the meeting, and these were signed by Cllr C Hughes.

49.2 Matters arising:

49.2.1 Dog waste bag dispensers

The Deputy Clerk reported that this had been discussed at the Recreation and Amenities (R&A) Committee meeting, and that following discussion about the negative experiences of this elsewhere, it was decided not to progress this proposal further.

49.2.2 Kitchen Inventory

The Deputy Clerk noted that this had not been done over the Christmas period, but that a tally of the existing crockery would be carried out this week. Members discussed a report that the plates in the cupboard were dusty, and had to be cleaned before they could be used. Following discussion, it was noted that the R&A committee should be advised of this issue.

49.2.3 Marketing brochure

Members noted that a marketing brochure had been produced in-house, for the open event. A revised version can be produced once the final items are purchased, and professionally printed, if required.

49.2.4 Ceiling mounted projector

The Deputy Clerk reported on the quote for a ceiling mounted projector for the hall, which has been included in the 2018/19 budget, and will be passed to the R&A committee for consideration.

49.2.5 Electricity supply for School Green

The Deputy Clerk updated members on the progress of the installation of a power supply to School Green.

- 49.2.6 Christmas Tree stand
Members noted that this had been provided, along with the tree, by Dobbies Garden Centre. Members considered a suggestion of planting a Christmas tree on School Green, and it was noted that this should be referred to the R&A committee for further consideration.
It was noted that it should be diarised for September 2018, and that there could be an option of seeking sponsorship for a larger community Christmas tree.
- 49.2.7 Open house event mailing list
Cllr C Hughes reported that a mailing list had been put together by Cllr Reid and added to by Cllr P Hughes. She thanked Cllrs Reid and Hughes for their work on this.
- 49.2.8 Website Bios
Cllr C Hughes reported that the Deputy Clerk had requested members to review and check their website entry, and alert the Deputy Clerk of any necessary updates. The Deputy Clerk reported that a number of updates had been made.
- 49.2.9 Open House event – Saturday 27 January
Cllr C Hughes reported that there had been a steady stream of attendance at the open house event, and a few enquiries for both regular and ad-hoc bookings.
Cllr C Hughes expressed disappointment at the lack of attendance by other councillors, with only herself, Cllr P Hughes and Cllr I Clarke attending.

17/CP/50 **Annual Report 2017/18**

Following discussion, members noted that the Annual Report should be of a similar format to 2016/17, inside a newsletter.

It was noted that the next newsletter should be published in early March, so an annual report could be included in an early May newsletter, potentially printed early enough to put copies out for the Annual Parish Meeting, scheduled for 26 April 2018.

17/CP/51 **2018 Annual Parish Meeting**

Following discussion, members suggested that a key topic could be the new community centre, and that the winning architects for the RIBA design competition could be invited to present their proposals to local residents.

Alternative suggestions included the Development Consortium, or a topic relating to traffic or parking.

Members noted that the next committee meeting is scheduled for 19th March, and this can be raised further at the next meeting.

17/CP/52 **General Data Protection**

The Deputy Clerk reported that the General Data Protection Regulations are coming into force in May 2018. The Parish Council will be required to comply with the new Data Protection regime.

She noted that further information on the regulatory changes are available from the Information Commissioner's Office website (<https://ico.org.uk/>)

It was noted that the Parish Council is required to appoint a Data Protection Officer, but that the service can be bought in through the Local Council Public Advisory Service

Members enquired whether personal address details of members are required to be displayed publicly.

17/CP/53 **Community Engagement
Newsletter**

Members noted that the newsletter has been distributed, and the proposal is now to publish 6 newsletters per year. Members were asked to suggest any suitable content or topics to the Deputy Clerk.

Website

Members noted that the website is a key tool for community engagement, and that some work will be required to update the Shinfieldplan.org website.

The Deputy Clerk suggested considering WordPress training, or using PeoplePerHour or similar.

Spencers Wood Carnival

Members proposed and **RESOLVED** to recommend to full council that a sum of £2,000 from the 2018/19 Community Events budget be used to support the 2018 carnival, scheduled for Saturday 15 September 2018. Members discussed the event, but noted that the council's activities for the day would be reviewed and finalised nearer the time of the event.

Arts Trail

Members noted that a date for the 2018 event has been set for 13 October 2018.

Volunteer event

Members noted that a date for the volunteer event needs to be set for later in the year.

Carols around the Green

Members noted the success of the 2017 carols event, and the hosting after the event by Shinfield View Care Home.

17/CP/54 **Celebrating success**

Members discussed the success of the open day event, and the positive feedback about the refurbished hall received from visitors.

17/CP/55 **Big Litter Pick**

The Deputy Clerk reported that the borough wide 'Big Litter Pick' is being run over the weekend of 24/25th March. Due to other commitments, the event will be held on the Sunday, from the parish hall, starting at 10am.

Following discussion, it was proposed that a small cash donation be made to local community groups (i.e. scouts, brownies etc) who send at least six people along to support the event, to be met by the community events budget.

A sum of up to £50 was approved for refreshments on the day.

17/CP/56 **Correspondence**

The Deputy Clerk noted that the only correspondence item related to the litter pick, already discussed.

17/CP/57 **Date of next meeting**

The date of the next meeting was confirmed as Monday 19 March 2018 at 7.30pm (note that this is a swap of dates with the R&A meeting).

The meeting ended at 21.30

List of actions

Ref	Action	Action by
49.2.2	Advise the R&A committee of the kitchen inventory	Clerk / Deputy Clerk
49.2.4	Pass quote for projector and screen for main hall to R&A committee	Deputy Clerk
49.2.6	Diarise plan for Christmas tree for School Green for September	Deputy Clerk
53	Suggest suitable newsletter topics to the Deputy Clerk	All members
53	Investigate wordpress training options	Deputy Clerk