

Minutes of a meeting of the Communications and Policies Committee held on Thursday 21 January 2016 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs J Greenway, C Hughes (Ch), P Hughes, I Montgomery and D Peer.
Attending: S E Roberts (Clerk), K Hughes (Assistant Clerk).

15/CP/26 **Public Questions**
There were none

15/CP/27 **Apologies and declarations of members' interests**
27.1 Apologies were received and accepted from Cllr Moore, due to other work commitments.
27.2 There were no declarations of interest.

15/CP/28 **Minutes**
28.1 It was proposed and members **RESOLVED** that the minutes of the meeting of 27 October 2015 were approved as a correct record of the meeting and were signed by the Chair, subject to an amendment on item 21.2 to note that Cllr Greenway had written the Remembrance Day article.

Matters arising

- 28.2.1 Publication scheme
Members noted that this policy has now been approved by council.
- 28.2.2 Document retention policy
The Clerk noted that this is a piece of work still outstanding.
- 28.2.3 Complaints Procedure
Members noted that this policy has now been approved and adopted by council.
- 28.2.4 Lanyards and photo IDs
Members noted these have been received and distributed to members.
- 28.2.5 Business Cards for members and staff
Following discussions amongst those already issued with business cards, the Assistant Clerk was asked to liaise with each member, to determine whether they wish to have parish councillor business cards.
- 28.2.6 Council Gazebo
Members reviewed two options for a custom printed aluminium pop-up gazebo for use at local events. Following discussion, members approved a budget of up to £1,000, for approval by Council and requested that the Clerk and Assistant Clerk produce some designs and pricing options for approval.
- 28.2.7 Networking event
Members discussed a networking event for local parishes. Following discussion, a 'Southern Parishes Network Meeting' was proposed for Thursday 3rd March at Shinfield Parish Hall. The Clerk was asked to obtain quotes for catering (light refreshments and nibbles) and to draft an invite for the Clerk and two members from the neighbouring parishes.

- 28.2.8 Website
Members noted that proposals for the website are on the agenda for further discussion at this meeting.
- 28.2.9 Community Engagement policy
Members noted that a draft policy on Community Engagement will be brought to the next meeting for review.
- 28.2.10 Staff and member training policy
Members noted that this has been approved and adopted by Council.
- 28.2.11 Council Action Plan
Members noted that an action plan for the coming year has been drafted by the Chairman and circulated to members at the January council meeting for comment.
- 28.2.12 Health and Safety Policy
Members noted that this has been approved and adopted by Council.
- 28.2.13 Shinfield Parish Hall on other local websites
The Assistant Clerk reported that, on a web search, the parish hall only appears on the Wokingham Information Network site, which is information uploaded by the Assistant Clerk.
- 28.2.14 Social Media Policy
Copies of a draft social media policy were tabled for members. The Clerk requested that members forward comments by the end of February, in order for a final draft to be brought to the April meeting.

15/CP/29 **Shinfield Parish Council newsletter**

- 29.1 Cllr C Hughes reported that, having reviewed feedback from residents, it was felt that relying on a wide distribution through local outlets had not been as successful as hoped, and that a combination of door-to-door delivery and distribution from key locations would be used for the next newsletter.
- 29.2 Members discussed the inclusion of the Annual Report for the council in the next newsletter, making it eight pages, rather than the usual four. Members discussed, and Cllr C Hughes and the Assistant Clerk will meet to review basing articles in the newsletter on the adopted Council Action Plan, and how the parish will deliver on the pledges. Cllr P Hughes and the Assistant Clerk will meet to do the layout together, and Cllr P Hughes will forward quotes for printing.
- 29.2 The following dates were proposed, for the 2016 newsletters:

Spring Newsletter and Annual Report

Meet to agree articles	29 th February
Deadline for articles, meet to review layout	14 th March
Schedule for start of deliveries	4 th April

Summer Newsletter

Meet to agree articles	31 st May
Deadline for articles, meet to review layout	13 th June
Schedule for start of deliveries	4 th July

Autumn Newsletter

Meet to agree articles	30 th August
Deadline for articles, meet to review layout	12 th September
Schedule for start of deliveries	3 rd October

Winter Newsletter

Meet to agree articles	24 th October
Deadline for articles, meet to review layout	7 th November
Schedule for start of deliveries	28 th November

15/CP/30 **Shinfield Parish Council website**

- 30.1 Cllr C Hughes and Cllr Greenway reported on an extensive piece of work investigating other parish council websites. Following this investigation, it was determined that the current website, whilst needing some updating, was meeting the council's current requirements and compared well against other parish council sites. Following discussion, members agreed to retain the website with the current provider, and Cllr C Hughes and Cllr Greenway will lead discussions with the provider regarding website development and work with the Assistant Clerk to progress this.
- 30.2 Cllr C Hughes raised the issue of the IT support contract and noted that this should be reviewed ahead of its expiration at the end of March. Cllr C Hughes asked the Clerk to review the contract and identify any required notice period.

15/CP/31 **Shinfield Parish Council Community Volunteer Award**

- 31.1 Members reviewed the nominations received for the community volunteer award.
- 31.2 Members discussed and approved a prize for the winner, to be awarded at the Annual Parish Meeting, scheduled for Thursday 28 April 2016.

15/CP/32 **Community events**

- 32.1 Members discussed the upcoming pancake-day race, scheduled for 11:15am on Tuesday 9th February. Cllr C Hughes reported on the event and what is being planned.
- 32.2 Members discussed the parish council's role in wider events.
- 32.3 Following discussion, members approved the creation of a working group for community events. Cllrs C Hughes and P Hughes volunteer to join.
- 32.4 Spencers Wood Carnival
Cllr C Hughes proposed, and members **RESOLVED**, that this event be financially supported as part of the events budget for this committee, so that a grant request is no longer required.
- 32.5 Queen's 90th birthday celebrations
Members discussed, proposed and **RESOLVED** to approve, in principle, an event on 12 June at Spencers Wood Recreation Ground.
- 32.6 Art exhibition
Members discussed a suggestion of an art exhibition / trail over a weekend, for local artists, crafts and photography. Members discussed the suggestion and Cllr C Hughes agreed to investigate further and determine whether there are sufficient volunteers to run such an event.

15/CP/33 **Councillor surgeries**

- 33.1 Members reviewed the proposed dates for councillor surgeries. Following discussion, it was agreed to make the times for Saturday mornings later, possibly 11am until midday and the times for the evening sessions from 6 until 8pm.
- 33.2 The Assistant Clerk was asked to investigate the possibility of moving the Saturday morning session for Spencers Wood to Caf Active.
- 33.3 The Clerk and Assistant Clerk were asked to allocate members to sessions, ideally pairing up more experienced councillors with less experienced or newer members.

15/CP/34 **Annual Parish Meeting**

- 34.1 Members noted the date of the Annual Parish Meeting as 28 April 2016, at Shinfield Parish Hall. Members discussed options for a speaker. Following discussion, members agreed a potential speaker on the Langley Mead SANG and asked the Clerk to approach them and make the necessary arrangements.
- 34.2 Members agreed to provide a similar catering arrangement as the 2015 Annual Parish Meeting, managed by Angela and Katy, to co-ordinate with Cllr P Hughes.

34.3 The Clerk and Assistant Clerk were asked to draw up a possible agenda for the event, to include a presentation from the Chairman and an opportunity for members of the public to question committee chairs.

15/CP/35 **Correspondence**

There were no items of correspondence.

15/CP/36 **Date of next meeting**

36.1 The date of the next committee meeting was confirmed as Thursday 21st April 2016

36.2 The date of the newsletter working group meeting, to agree and allocate articles was confirmed as Monday 29th February at 1pm.

The meeting ended at 22:05

List of actions

Ref	Action	Action by
28.2.5	Confirm with members those who would like business cards	Assistant Clerk
28.2.6	Draw up designs for a custom gazebo and agree spending with F&S committee	Clerk / Assistant Clerk
28.2.7	Obtain quotes for light catering for a southern parishes network meeting and draft invites	Clerk
28.2.14	Review and forward comments on initial draft of the social media policy to the Clerk by the end of February	All members
29.2	Forward quotes for 8 page newsletter printing to the Clerk	Cllr P Hughes
30.2	Review IT support contract and identify any notice period required	Clerk
32.6	Investigate volunteer numbers for proposed Art exhibition / trail	Cllr C Hughes
33.2	Investigate possibility of moving Saturday Spencers Wood based councillor surgery sessions to Caf Active	Assistant Clerk
33.3	Allocate members to councillor surgery sessions	Clerk / Assistant Clerk
34.1	Approach the proposed speaker for the Annual Parish Meeting and make the necessary arrangements	Clerk
34.2	Draw up an agenda for the Annual Parish Meeting	Clerk / Assistant Clerk