

## Minutes of a meeting of the Communications and Policies Committee held on Thursday 21 April 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: K Hughes (Deputy Clerk), Cllr A Masood

15/CP/37 **Public Questions**  
There were none

15/CP/38 **Apologies and declarations of members' interests**  
38.1 Apologies were received and accepted from Mrs S Roberts, Clerk to the Council.  
38.2 There were no declarations of members' interest.

15/CP/39 **Minutes**

39.1 It was proposed and members **RESOLVED** that the minutes of the meeting of 21 January 2016 were approved as a correct record of the meeting and were signed by Cllr C Hughes.

39.2 Matters arising

39.2.1 Business Cards

The Deputy Clerk reported that she had sent proofs via email of business cards to confirm contact details to those who requested cards, and will order once confirmation from members has been received.

39.2.2 Gazebo

The Deputy Clerk tabled an initial design for a parish map to be printed onto two sides of the gazebo. Following discussion, members proposed and **RESOLVED** to proceed with obtaining quotes for a white gazebo with one printed panel with map and 'Shinfield Parish Council, serving the communities of Grazeley, Ryeish Green, Shinfield North, Shinfield Village, Spencers Wood and Three Mile Cross' in green outline, plus two panel with windows, and Shinfield Parish Council across the roof piece.

The Deputy Clerk was asked to update the initial design and recirculate for final approval.

39.2.3 Southern Parishes Meeting

Members discussed the event and noted that it had been successful with good attendance. Cllr P Hughes reported that a follow up meeting of council Chairs and Clerks will be arranged in the new civic year.

It was noted that the group had agreed to meet to discuss the borough's publication of preferred sites for the new local plan, later in the summer.

39.2.4 Social Media Policy

Copies of the draft policy were tabled for members. Cllr C Hughes requested that members provide feedback on the policy to the Clerk with a view to reviewing the policy for approval at the next meeting.

39.2.5 Newsletter

Members noted that the newsletter, including the Annual Report, has been printed and distributed.

Members requested that copies of the Annual Report be put on the chairs at the Annual Parish Meeting.

39.2.6 IT Contract

The Deputy Clerk reported that the IT Contract has been extended until July, but that it will be discussed at the Finance and Staffing Committee meeting, scheduled for 27 April.

39.2.7 Volunteers for an art exhibition

Cllr C Hughes reported that she had spoken to Dawn Clarke, who has organised an annual art event at St Michael's in Spencers Wood. She noted that there were insufficient volunteers within this group to broaden their project and thus they would not be able to take this on. Cllr C Hughes noted that she would liaise with Richard Hatton and report back further in due course.

39.2.8 Saturday councillor surgeries at Spencers Wood

The Deputy Clerk reported that she has not actioned this change as yet.

39.2.9 Allocation of councillors to surgeries

The Deputy Clerk reported that the Clerk has actioned this. The Deputy Clerk was asked to put together a hand out of the next two surgery dates, for distribution at the Annual Parish Meeting.

39.2.10 Annual Parish Meeting

The Deputy Clerk noted that the agenda has been drafted for approval at this meeting, and that the invitations have been sent out. See item 15/CP/40.

39.2.11 Document Retention Policy

Cllr Greenway reported that she was unhappy with some of the elements of the draft policy.

Members discussed the retention of paper copies of planning applications. It was noted that, at present, paper copies of plans are retained for a year, unless they are major developments, in which case they are often retained for longer, until the development is complete. However, the borough will no longer be sending paper plans for smaller developments and unless the parish council prints paper plans, we will be unable to retain paper copies, and must bear this in mind for the policy.

Following discussion, Cllr Greenway agreed to liaise with the Clerk to update the policy and circulate it for further review.

Cllr Greenway asked about shredding of documents and it was suggested that the Deputy Clerk obtain quotes for regular shredding of all documents, to avoid the need to identify those that contain sensitive information.

39.2.12 Website

Cllr C Hughes reported that the decision had been taken to retain the website with Carrera. She reported that she has yet to action the website development work.

39.2.13 Community Engagement

The Deputy Clerk reported that a draft Community Engagement policy has been created, which the Clerk and Deputy Clerk are still working on, and will be circulated to members for review in due course.

39.2.14 Shinfield Parish Hall information on the website

Members discussed the information about the parish hall on the website and noted that further information on the available facilities is required.

39.2.15 Community Events

Cllr Greenway reported that she had received very positive feedback on the Pancake Day event.

39.2.16 New Residents' Packs

The Deputy Clerk reported that she had been contacted by Debbie Johnson-Waite from St Michaels Church, Spencers Wood, about the new residents' pack. Members noted that further work is required on this to agree the content.

39.2.17 Volunteer event  
Following discussion over a previously proposed plan for a volunteers' event, members asked the Deputy Clerk to reserve the hall for an event on the evening of Friday 18<sup>th</sup> November, and to obtain some quotes for catering for the event.

39.2.18 Newsletter  
Members discussed a proposal to write a newsletter or leaflet to report on the Ryeish Green Sports Hub. Following discussion, members agreed the following actions:

Action	By whom
Plan earlier dates for the next newsletter	Deputy Clerk
Cllrs P Hughes, I Clarke and A Masood to meet to discuss potential action that the council could take	Deputy Clerk to arrange
Cllr P Hughes to contact Oakbank School to discuss their involvement	Cllr P Hughes

15/CP/40 **Annual Parish Meeting**

40.1 Members proposed and **RESOLVED** to approve the draft agenda for the Annual Parish Meeting.

40.2 The Deputy Clerk reported on the room layout and listed those invited groups who have requested a table at the event.

40.3 The Deputy Clerk confirmed that she is arranging the refreshments for the event. Cllr P Hughes agreed to organise wine.

15/CP/41 **Communications and Marketing**

41.1 Cllr C Hughes spoke about a proposal for employing a consultant to assist the parish council with publicity, press releases, promoting local events and improving the council's communication with the local community.

41.2 Members discussed the proposal, and following extensive discussion, the Deputy Clerk and Cllr C Hughes were asked to investigate the costs and availability.

41.3 The Deputy Clerk was asked to investigate whether other local town or parish councils make use of this sort of service, and whether anyone can recommend someone who does this elsewhere.

15/CP/42 **Correspondence**

There were no items of correspondence.

15/CP/43 **Date of next meeting**

The date of the next committee meeting was confirmed as Thursday 21<sup>st</sup> July 2016

*The meeting ended at 21:30*

**List of actions**

Ref	Action	Action by
39.2.2	Update the initial design and recirculate for final approval	Deputy Clerk
39.2.4	Give feedback on the draft Social Media policy to Cllr C Hughes	All members
39.2.5	Put copies of the Annual Report on the chairs at the Annual Parish Meeting	Deputy Clerk
39.2.7	Liaise with Richard Hatton over art exhibition	Cllr C Hughes
39.2.8	Investigate locating Saturday councillor surgeries to Caf'	Deputy Clerk

	Active	
39.2.9	Create a hand out of the dates for the next two councillor surgeries, for distribution at the Annual Parish Meeting	Deputy Clerk
39.2.11	Give written feedback to the Clerk on the Draft Document Retention Policy	Cllr Greenway
39.2.11	Obtain quotes for regular document shredding	Deputy Clerk
39.2.12	Progress development of the parish council website	Cllr C Hughes
39.2.13	Circulate Draft Community Engagement Policy once ready	Clerk / Deputy Clerk
39.2.17	Book the hall and obtain quotes for catering for a volunteers' event in November	Clerk / Deputy Clerk
39.2.18	Plan earlier dates for the Summer newsletter	Deputy Clerk
39.2.18	Arrange meeting for Cllrs P Hughes, I Clarke and A Masood to meet to discuss sports provision	Deputy Clerk
39.2.18	Arrange meeting with Oakbank School to discuss Ryeish Sports provision	Cllr P Hughes
40.3	Organise wine for the Annual Parish Meeting	Cllr P Hughes
40.3	Organise catering for the Annual Parish Meeting	Deputy Clerk & Angela King
41.2	Investigate costs and availability for a PR consultant	Deputy Clerk / Cllr C Hughes
41.3	Investigate whether other town and parish councils utilise the services of a PR consultant	Deputy Clerk / Cllr C Hughes