

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Communications and Policies Committee held on Monday 01 August 2016 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs J English, J Greenway, G Hewett, C Hughes (Ch), P Hughes, C Moore and D Peer.
 Attending: Katy Hughes (Deputy Clerk).

16/CP/10 **Public Questions**
 There were none.

16/CP/11 **Apologies and declarations of members' interests**
 11.1 Apologies were received and accepted from Cllr Masood, due to work commitments.
 11.2 There were no declarations of interest.

16/CP/12 **Minutes of the Previous Meeting**
 12.1 It was proposed and **RESOLVED** that the minutes of the meeting of 19 May 2016 were a correct record of the meeting. A copy will be signed by the Chair.

12.2 Matters arising:
 The following matters arising were discussed. All other action items were noted as being on the agenda for further discussion.

12.2.1 Gazebo
 The Deputy Clerk circulated a design for the new gazebo. Members requested that the Deputy Clerk consider a front wall for the gazebo, as well as leg weights.

It was noted that a third quote has been requested, but not yet received. Following discussion, members approved the design and delegated the final decision on which quote to proceed with, to the Clerk and Deputy Clerk.

12.2.2 Art exhibition
 Cllr C Hughes reported that she had spoken to Mr Richard Hatton on the matter, and that the proposal was to look to expand the regular St Michael's Art Exhibition, which runs in the spring each year.

12.2.3 Councillor Surgeries
 The Deputy Clerk reported the dates and times for the next four councillor surgeries as:

September	Thursday 22 from 19:30 – 20:30 at Shinfield Parish Hall. This session will be attended by Cllrs Greenway and C Hughes.
October	Date to be confirmed, at the Community Flat in Shinfield Rise.
November	Thursday 24 from 19:30 – 20:30 at Shinfield Parish Hall. This session will be attended by Cllrs English and Peer.
December	Saturday 10 from 10:00 – 11:00 at Caf' Active. This session will be attended by Cllr English plus one other.

The Deputy Clerk reported that the local PCSOs were keen to attend these sessions, if they were able to.

Members discussed inviting the ward borough councillors to attend the sessions. All Except Cllr P Hughes were in agreement.

The Deputy Clerk was asked to investigate a banner or sandwich board which could be placed outside the venue to promote the event.

Cllr Hewett joined the meeting at 20:10 hrs

12.2.4 Document shredding

The Deputy Clerk reported that it was felt that there wasn't currently a need for any significant amount of documentation, but that all sensitive paperwork that is disposed of, is shredded via the cross-cut shredder currently in the office.

12.2.5 Volunteer event

Cllr C Hughes spoke about proposals for an event to thank those who volunteer in the parish, through the councils run activities. Members agreed the date as Friday 18 November 2016, from 19:30-21:30 hrs.

Members recommended a finger buffet, and a budget of up to £10 per head. Following discussion, members asked the Clerk and Deputy Clerk to contact a guest speaker for the event.

Cllrs English, Hewett and C and P Hughes, with the Clerk and Deputy Clerk, were approved as a working party, to bring together the ideas for the event.

12.2.6 Communications consultant for the council

Cllr C Hughes reported that this was still working in progress.

12.2.7 New residents' pack

Cllr C Hughes spoke about discussions previously held over an information booklet for new residents. She reported that, following visits to various site offices for the new developments, that there was no appetite from developers to distribute a pack on behalf of the council, but that most developers were happy to include a leaflet or booklet from the council in their own packs. Following discussion, members agreed to update a previously produced pamphlet. A working group, consisting of Cllr English and Cllr C Hughes will work with the Clerk and Deputy Clerk to produce an updated document. All members were asked to consider providing photographs of areas within the parish, for inclusion in the pamphlet.

12.2.8 Summer 2016 newsletter

Cllr C Hughes confirmed that the newsletter was distributed from mid-July.

16/CP/13 **Terms of Reference**

13.1 Members reviewed the committee's updated Terms of Reference and **RESOLVED** to approve it for the current municipal year.

16/CP/14 **Policies**

14.1 Media Protocol

Members **RESOLVED** to re-adopt the existing media protocol.

14.2 Social Media Policy

Members reviewed the draft social media policy. Following discussion, the Deputy Clerk was asked to remove the policy section, from mid-page 3 to mid-page 6, and to accept the tracked changes in the document and re-circulate. Members **RESOLVED** to adopt the remaining document as 'social media guidance' and asked the Clerk and Deputy Clerk to review the policy section, to consolidate the text into a policy document, which can then be circulated to members.

Members discussed a reference in the document to blogging. The Deputy Clerk noted that this functionality would need to be built into the new website, and that Katy and Carole would speak to Carrera to ensure that this was included in the re-design work currently being undertaken.

Cllr Hewett volunteered to help with blogging, once the website was updated to allow this.

14.3 Document Retention Policy

Members RESOLVED to adopt the updated Document Retention Policy

14.4 Community Engagement Policy

Cllr C Hughes asked that members read through the draft policy and forward any amendments, comments or thoughts to herself and to the Clerk, with a proposal to adopting a final version of the policy at the November committee meeting.

16/CP/15 **Autumn Newsletter**

15.1 Cllr C Hughes spoke about proposals for articles for the autumn newsletter.

15.2 Members discussed the distribution of the summer newsletter, and noted that many of the members living in the parish did not receive a copy.

15.3 The Clerk and Deputy Clerk were asked to write to the distribution company to express the members' disappointment.

15.4 The Clerk and Deputy Clerk were asked to investigate other distribution options. Following discussion, Cllr P Hughes offered to contact the Loddon Reach editorial team to investigate whether joint distribution is possible.

16/CP/16 **Spencers Wood Carnival**

16.1 Cllr C Hughes reported on a meeting with the carnival organising team. She reported that, at the meeting, the organising team have agreed to raise the council's profile on promotional material and on the website, and on the day, the Chairman will draw the raffle.

16.2 Cllr P Hughes reported that a double pitch has been requested and that display boards will be borrowed from the theatre to display development information.

16.3 Cllr C Hughes noted the aim of signing up residents to receive email news broadcasts from the parish council via Mail Chimp, and promoting the councillor surgeries.

16.4 The Deputy Clerk confirmed that she will email members to ask them to volunteer covering the stand at the event. :

Set up	Katy and Peter
12 – 1	2 or 3 volunteers required
1 – 2	2 or 3 volunteers required
2 – 3	2 or 3 volunteers required
3 – 4	2 or 3 volunteers required
4 – 5	2 or 3 volunteers required
Pack up	Sue and Graham plus 2 volunteers

16.5 The Deputy Clerk was asked to investigate a banner noting the council's support of the event.

16.6 Members noted the need for the council to obtain official regalia for the Chairman to wear at events.

16.7 Members discussed the funding for the 2017 event. Members noted the value of the event to the community, and the opportunity for the council to meet with residents. Following discussion, members recommended that the 2017 event be funded from the committee's community events budget.

16/CP/17 Website

- 17.1 Cllr C Hughes confirmed that the website work is ongoing. She noted that a significant amount of work has been carried out so far to update the information on the website, which is now undergoing a complete redesign.
- 17.2 Members were asked to consider taking photographs of the parish that could be featured on the website, and to pass these to the Deputy Clerk.
- 17.3 Cllr Hughes asked members to review the website and give feedback on any information that is hard to find or missing.

16/CP/18 Correspondence

- 18.1 The Deputy Clerk reported on correspondence received from the insurers regarding the use of parish council email addresses for parish council business. Members discussed the issue and noted their awareness of it.

16/CP/19 Date of next meeting

- 19.1 Members confirmed the date of the next meeting as Thursday 17 November 2016
- 19.2 Cllr C Hughes asked members to consider priorities and budget suggestions for 2017/18

The meeting ended at 21.45.

List of actions

Ref	Action	Action by
12.2.1	Proceed with ordering gazebo	Clerk / Deputy Clerk
12.2.3	Invite Borough Councillors to attend the councillor surgeries	Clerk
12.2.3	Investigate options for a sign to place outside the venue to promote the surgeries	Deputy Clerk
12.2.5	Contact suggested guest speaker for the volunteer event	Clerk
12.2.7	Produce a draft update of the new residents' pack	Cllr English, Cllr P Hughes, Clerk, Deputy Clerk
12.2.7	Consider providing photographs of the parish for inclusion in the updated new residents' pack	All members
14.2	Update the social media policy document, rename as 'social media guidance' and re-circulate to members	Deputy Clerk
14.2	Draft a consolidated social media policy document and circulate to members	Clerk / Deputy Clerk
14.2	Speak to Carrera about adding blogging functionality into the new website	Cllr C Hughes
14.4	Review draft community engagement police and forward amendments and suggestions to the Clerk and Cllr C Hughes ahead of the November committee meeting	All members
15.3	Write to the newsletter distribution company	Clerk / Deputy Clerk
15.4	Investigate alternative distribution options	Clerk / Deputy Clerk
15.4	Speak to Loddon Reach editorial team about joint distribution	Cllr P Hughes
16.4	Email members for volunteering to cover the Spencers Wood Carnival event on Saturday 17 September	Cllr C Hughes
16.5	Investigate options for a banner advertising the council's	Deputy Clerk

	sponsorship of the event	
16.6	Investigate regalia for the council Chairman	Clerk
17.2	Consider providing photographs of the parish that could be included in the new website	All members
17.3	Review and give feedback of information missing or hard to find on the current website	All members
19.2	Consider committee priorities and budget suggestions for 2017/18, for further discussion at the November committee meeting	All members