

Minutes Approved on:	
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Clerk: Mr M. Balbini
 Shinfield Parish Hall
 School Green
 Shinfield
 Reading
 RG2 9EH
 Tel: (0118) 988 8220
 E-mail: clerk@shinfieldparish.gov.uk
 www.shinfieldparish.gov.uk

DRAFT

Minutes of a meeting of the Communications and Policies Committee held on Wednesday 8 September at Spencers Wood Pavilion, commencing at 18.00 hrs.

Present: Cllrs E Brown, A Grimes (Ch), I Montgomery, D Peer

Attending: M Balbini (Clerk)(by zoom), J Skidmore (Committee Secretary), Kouy Young (Deputy Clerk)

21/CPC/1 Election of Chair and Deputy Chair

13.1 It was **PROPOSED** that Cllr. Grimes was appointed as the Chair of the Communications and Policies committee.

Proposed: Cllr. Montgomery Seconded: Cllr. Brown Unanimously agreed

13.2 It was **PROPOSED** that Cllr. Peer was appointed as the Deputy Chair of the Communications and Policies committee.

Proposed: Cllr. Montgomery Seconded: Cllr. Brown Unanimously agreed

21/CPC/2 Public Questions

There were no public questions.

21/CPC/3 Apologies and declarations of members' interests

3.1 Apologies were received from Cllr. Boyer.

3.2 There were no declarations of members' interests.

21/CPC/4 Terms of Reference

It was **PROPOSED** that the Terms of Reference agreed at Full Council on 16 August 2021 were **APPROVED**.

Proposed: Cllr. Peer Seconded: Cllr. Montgomery Unanimously agreed

21/CPC/5 **Update on Cratus**

5.1 The Deputy Clerk confirmed that Cratus were coordinating a social media communications plan for SPC.

5.2 It was confirmed that no period of notice was required should SPC wish to terminate its involvement with Cratus.

5.3 It was **PROPOSED** that the committee delegated authority for communication approvals to its Chair and Vice Chair to enable timely decision making.

Proposed: Cllr. Grimes Seconded Cllr. Brown Unanimously Approved

21/CPC/6 **Communications Plan**

6.1 The Clerk advised that the main purpose of the meeting was to devise a communications plan detailing actions and persons accountable. It was **AGREED** that in the first instance this should focus on the next four months.

6.2 It was **PROPOSED** that the Clerk present a communications plan at the next meeting to inform discussions on how to move forward.

Proposed: Cllr. Peer Seconded: Cllr. Montgomery Unanimously

21/CPC/7 **Policy Review**

7.1 The Deputy Clerk confirmed that several policies had been updated to reflect the current legislation and were awaiting review and approval.

7.2 Cllr. Grimes requested that the Deputy Clerk produce a workplan detailing the policy review schedule to include a list of all existing policies and detailing which policies had been reviewed to date.

7.3 It was **AGREED** that draft policies would be circulated two weeks ahead of Communications and Policies committee meetings to allow additional time for review. In this way it is hoped that two policies a month can be reviewed.

7.4 Cllr. Grimes requested that the Clerk routinely provides an additional amount of leaflets per campaign for the residents not covered by the Royal mail post codes used. A log of which houses had received newsletters hand delivered by councillors will be maintained.

7.5 The Clerk undertook to arrange for administrative staff to contact residents in Ryhill Way to ask whether they would like to receive the newsletter electronically. It was **AGREED** that an invite to residents to receive the SPC newsletter electronically would be included in all future newsletters.

7.6 A discussion took place on how to engage new residents with SPC. The Clerk undertook to research methods used by other parish councils. The Deputy Clerk confirmed that she was awaiting sign off on a welcome pack for new residents.

7.7 It was **AGREED** that the SPC website should include a welcome page for new residents, containing information and links to resources, and offer residents the opportunity to sign up to the SPC newsletter. The Clerk undertook to delegate this work to SPC staff.

7.8 Cllr. Grimes reminded members that if SPC participated in roadshows organised by the church for new residents, that it was made clear that SPC was non-secular.

21/CPC/8 It was **PROPOSED** that Cllr. Boyer be able to participate in future Communication and Policy meetings by Zoom on a non-voting basis in the short term due to circumstances beyond his control.

Proposed: Cllr. Grimes

Seconded: Cllr. Peer

Unanimously Agreed

21/CPC/9 **Next meeting Date:** 13 October 2021 at Spencers Wood Pavilion at 18:00

The meeting ended at 19:00 pm

Ref	Action	Action by
6.2	Clerk to present a communications plan at the next meeting to inform discussions on how to move forward.	Clerk
7.2	Deputy Clerk to produce a workplan detailing the policy review schedule. to include a list of all existing policies and detailing the policies been reviewed to date.	Deputy Clerk
7.4	Clerk/Cllr Grimes/Cllr Montgomery to produce a log of which houses had received newsletters hand delivered by councillors.	Clerk/Grimes/Montgomery
7.5	Invite to residents to receive the newsletter electronically would be included in all future newsletters.	Clerk
7.6	Clerk to research methods used by other parish councils to engage new residents	Clerk
7.7	SPC website to include a welcome page for new residents, containing information and links to resources, and offer residents the opportunity to sign up to the SPC newsletter.	Clerk