

CHALFONT St. PETER PARISH COUNCIL

Minutes of the Communications and PR Committee
held on Monday 10th June 2019 at Chalfont St Peter
Parish Council, Gravel Hill, Chalfont St Peter, SL9 9QX



MINUTES

Present: Cllr Ford, Cllr Browne, Cllr Dale and Cllr Shinner.

Also Present Debbie Evans (Clerk)

CHAIRMAN ISSUED INSTRUCTIONS REGARDING EMERGENCY EXITS IN THE EVENT OF A FIRE.

1. Cllr Ford nominated Cllr Rush as Chairman of the Committee, seconded by Cllr Browne, Agreed.
2. Cllr Browne nominated Cllr Ford as Vice Chairman of the Committee, seconded by Cllr Dale, agreed.
3. Apologies received from Cllr Rush and Cllr Allen. Cllr Ford apologised for his late arrival.
4. No personal or pecuniary declarations of interest were declared.
5. The minutes of the meeting held on 10th September 2018 were proposed Cllr Ford, seconded Cllr Dale, agreed.
6. To review action points from previous meetings:
 - 24 Cllr Ford to take the suggestions given by the Committee forward with regards the list of work undertaken by the Council in support of the village shops. Cllr Ford to add to the list, sending back to Comms & PR for review before the next meeting. **ACTION** – Clerk to forward to all committee members the list created by Cllr Ford, any comments on content to be returned to Cllr Ford **COMPLETED**
 - 25 Committee members to each write a piece on things happening in and around the village for distribution onto social media, Cllr Dale to forward his piece on the long grass to Cllr Dickson. **COMPLETED**
 - 18 Clerk to send an e-mail out to all Cllrs asking them for their list of people they would like to be invited to the thank you to volunteers in the village. **COMPLETED**

Signed

Date

- 19a. Clerk to write out to Council to find out if anybody has a specific interest in SM who would like to help the Comms & PR committee out with posting. **COMPLETED**
- 19b Cllr Ford to look at defining a structure and weekly themes for the social media streams which could possibly be automatic to keep the pages relevant and active.

Cllr Ford requested this item to be deferred until the next meeting with the new Chairman is present for discussions. **C'fwd**

7. The Committee discussed the Feast Day event and agreed that the priority would be the Local Plan and the new Cllr drop in surgeries. The following actions were proposed by Cllr Ford, seconded Cllr Browne, agreed.

a) Local Plan - **ACTIONS**

Cllr Browne to liaise with Cllr North with regards appropriate leaflets and information that we can use for the stand, the Clerk is available to support the Cllrs to create the presentation stand.

Cllr Browne to speak to SENSE for input

b) Cllr Surgeries - **ACTIONS**

Clerk to organise the dates and send out to all Cllrs asking for volunteers.

Clerk to organise 1/3 of a stand panel with information on the surgeries.

c) Holy Cross - **ACTIONS**

The working party and Clerk to produce a statement for Cllrs to give out on the day in the event they are asked about the Holy Cross judgement.

d) Maria Taylor Candy Floss - **ACTIONS**

Cllr Dale and a trustee of the Maria Taylor Charity will organise and run the candy floss for the event.

Cllr Dale asked if it would be possible to purchase balloons for the event.

e) Rota

The Committee thanked Cllr Darby for organising the rota for the event and urged all Cllrs to put themselves forward for a slot manning the PC tent on the day.

Signed

Date

8. To discuss and agree the future strategy and objectives of the Comms & PR committee for 2019-2020.

Cllr Ford proposed that the future strategy and objectives/TOR be discussed at the next meeting when the new Chairman is present. Seconded Cllr Dale. Agreed. **C'fwd**

9. The Committee discussed the introduction of formal "Councillor drop in sessions" within the village as discussed at Main Council on 30th May. The Committee agreed the following

- 1) Each surgery to have at least 2 Cllrs but no more than 3
- 2) The surgeries will run from 10am to 12pm on the 3rd Saturday of every month.
- 3) Proposed Dates. **ACTION** – Clerk to send out to all Cllrs to populate.

DATE	Cllr 1	Cllr 2	Cllr 3 (reserve)
20th July 2019	Cllr Shinner	Cllr Dale	
17th August 2019			
21st September 2019			
19th October 2019			
17th November 2019			
21st December 2019			
19th January 2020			
15th February 2020			
21st March 2020			
18th April 2020			

- 4) Location- Hopefully the Library. Cllr Dickson will confirm once she speaks to the library if this is possible.
- 5) Those Cllrs who undertake the surgery to report back to Main Council that month the outcome from the surgery.
- 6) The event will need appropriate marketing. Village voice, social media, website, posters in the library, community centre, shops ?. **ACTION** Cllr Ford/Cllr Rush for SM and the Clerk for the remaining.
- 7) The Cllrs should have a file which they can refer to which has maps of the village, wards, Cllr details, GDPR sign in sheet for further questions and contact details for District and County Councillors. **ACTION** - Clerk to produce.
- 8) Risk Assessment to be completed

Proposed Cllr Shinner, seconded Cllr Browne, agreed.

10. The Committee discussed the request from Open Spaces to advertise for volunteers to help with spring planting in the village. **ACTION** – 1) Clerk to liaise with OS to gain relevant information 2) Cllr Ford and Cllr Rush will advertise on social media, 3) Clerk will produce a poster for the village notice boards and 4) Clerk to put the use of the website on a future agenda for discussion. Proposed Cllr Ford, seconded Cllr Dale, agreed.

Signed

Date

11. Information Items.

Cllr Browne reminded all that the Epilepsy Centre proposal is available to read.

12. To resolve that in view of the confidential nature of the business to be transacted it is advisable in the public interest, that the press and public be temporarily excluded, and they are instructed to withdraw (Public Bodies (Admissions to Meetings) Act 1960 s1). AGREED.

13. No new press release was discussed at this time.

14. Date of Next Meeting – 2nd September 2019

Meeting finished at 8.30pm

Signed

Date