

CHALFONT St. PETER PARISH COUNCIL

Minutes of the Communications and PR Committee
held on Thursday 12th November 2015 at 8pm.



MINUTES

Present: Cllr Day (Chairman), Cllr Dickson (Vice Chairman), Cllr Ross, and Cllr Dale.

Also Present Debbie Evans (Clerk)

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

29. Cllr Hatton and Cllr Allen gave their apologies.

30. No Declarations of Interest.

31. To approve the minutes of the meeting held on the 24th September 2015. Proposed Cllr Ross, Seconded Cllr Dale.

32. Review Action Points

12b/25 Communication & E-mail Policy – Clerk to circulate the SCL policies to aid discussions with regards the PC having their own. **COMPLETED**

13b (13) New Plaque – Once recommendation has been agreed by MC, DC to organise quotes. **COMPLETED**

26a Comms Policy - Cllr Day to create a draft policy, send to Cllr Ross for comments then circulate to the Comms & PR committee for further comment. **COMPLETED**

26b Cllr Day suggested that staff and full Council need to be made aware of the implications of the Openness of Local Government Bodies Regulations Act 2014. **COMPLETED**

26c Cllr Dickson asked if the Clerk can clarify why Councillors cannot access the NALC websites as given at the back of 2014 Good Councillors guide. C'fwd

33. The Committee went through the proposed budget for 2016/17 and agreed the 1st draft as seen. Proposed Cllr Day, Seconded Cllr Dale.

ACTION – Cllr Dickson to investigate the costs and appropriate sites where a map of the village could be installed.

Signed

Date

COMMS & PR								
Cost Centre	Description	Item Code	Description	2015-16			1st DRAFT BUDGET	CLERKS NOTES
				Actual P6	Forecast	Budget	2016-17	
500	Advertising	4500	Notice Boards (external)	£-00	£-00	£3,000.00	£3,000.00	Garden of Rest - £624 x 3 = £1872.
500	Advertising	4501	Signage	£33.00	£500.00	£500.00	£500.00	Feast Day Marquee banners etc
500	Advertising	4505	Newsletter & Publicity	£-00	£150.00	£1,000.00	£1,000.00	
500	Advertising	4506	Artwork/Printing	£-00	£150.00	£1,000.00	£1,000.00	
510	Web Site	4520	Web Site Maintenance	£80.00	£300.00	£1,000.00	£1,000.00	NEXUS not charged as expected 2015-16 due to mismanagment on their behalf
520	Projects	4600	Holy Cross	£-00	£-00	£-00	£-00	
520	Projects	4605	Commons Mgmt Plan	£-00	£-00	£-00	£-00	
520	Projects	4610	Misc Projects	£-00	£-00	£1,000.00	£1,000.00	
520	Projects	4615	Display Boards (internal) & New Plaque	£-00	£1,000.00	£1,500.00	£1,500.00	
TOTAL EXPENDITURE				£113.00	£2,100.00	£9,000.00	£9,000.00	
TOTAL INCOME				£-00	£-00	£-00	£-00	
TOTAL CONTRIBUTION				-£113.00	-£2,100.00	-£9,000.00	-£9,000.00	

34. On the 21st April 2016 the PC we will be lighting the Beacon on Gold Hill Common in celebration of the Queens 90th Birthday. The Committee would like full Council to consider ways in which the PC and other groups within the village could support this event. **ACTION-** Clerk to add onto the Agenda for the November Main Council for discussion.

35 The Committee discussed the DRAFT Comms Policy created by Cllr Day and discussed various parts of the policy.

Cllr Ross expressed concerns that although she looked at it from a Governance perspective she did not agree with some of the content. The Publication Scheme need to be on the website but not part of policy.

Questions asked by Cllr Day where, do we need a Comms Policy? Do we want a Comms Policy? Does the Parish Council wish to get Quality Status? Cllr Ross asked is this a wish list or documentation of actual process?

ACTION – Cllr Dickson will look into what is required to obtain Quality Status.

All Cllrs present were eager for the Parish Council to portray a professional image and therefore would like for us to look again at the possibility of each Councillor having their own Parish Council e-mail address. **ACTION**, Clerk to write to Trident to find out costings.

Cllr Day would like Full Council to consider increasing our village status profile and therefore put onto the next Main Council Agenda to discuss. **ACTION**.

The Clerk had gone through the policy and had numerous suggestions with regards items already in Standing Orders, Financial Regs and the Code of Conduct and that any committee policy should support these documents not duplicate. The clerk also mentioned that she had received numerous comments from other Cllrs with regards the content.

ACTION - The Committee proposed by Cllr Day, Seconded Cllr Ross that the Clerk take out all comments that are appropriate to other documents. To then add any notes to the remaining points for the Cllrs to discuss at the next meeting in February 2016.

36. Information Items

Signed

Date

37. Next Meeting – 4th February 2016

Signed

Date

In accordance with the Openness of Local Government Bodies Regulations Act 2014, all non-confidential supporting documentation is available to view from the Parish Council Offices.