

CHALFONT St. PETER PARISH COUNCIL

Minutes of the Communications and PR Committee
held on Thursday 1st February 2018 at 8pm.



MINUTES

Present: Cllr Ford (Chairman), Cllr Allen, Cllr Dale, Cllr Dickson and Cllr Shinner.

Also Present Debbie Evans (Clerk)

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

29. Apologies received from Cllr Rush
30. No declarations of interest declared.
31. Cllr Ford proposed the minutes of the meeting held on 2nd November 2017, seconded Cllr Allen. Cllr Ford signed the minutes as a true record. Unanimously agreed.
32. To review action points from previous meetings:
- 8i Committee to go to the bulletin section of the website and put their details into the test page c'fwd

Clerk to create a new e-mail address no_reply_bulletin etc – Awaiting website designer's response c'fwd

Cllr Ford to create a step by step guide for the clerk to use. C'fwd

ACTION – Clerk to contact Trident with regards the server and request the details of the e-mail account so that Cllr Ford can set up the necessary links.
 - 9i Cllr Shinner to invite the CoC Chairman to a Council meeting to understand their vision for the future of the village shops, this will then give the Council a better understanding of how they can support them. **COMPLETED, ACTION** Clerk to follow up this will an invitation to the February Main Council meeting.
 - 22i Cllr Smith to provide the Parish Council content for the new Village Guide. **COMPLETED**
 - 22ii Additional funding to be added to the budget to cover the cost of delivery for the village guide. **COMPLETED**

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- 23 Clerk to organise a doodle poll for committee to choose best picture options. A doodle poll is not possible for pictures therefore, the Clerk will print out the options and the Committee can choose at the next meeting.

Doodle poll was not able to stream media pictures and therefore could not be used. The Committee viewed eight photographs provided by the photographer and voted for their favourites. Authority and budget has been given by Main Council to frame 5 pictures from those donated, so no onward recommendation required. **ACTION** - Cllr Dickson to organise framing and Haywarden team to put them up when available.

- 24 Cllr Dickson to send the list created by Cllr Hatton with regards the list of work undertaken by the PC in support of the vitality and viability of the village shops.

The Committee discussed the list and thanked Cllr Hatton for providing a starting point. **ACTION** – Cllr Ford to take the suggestions given by the Committee forward and add to the list, sending back to Comms & PR for review before the next meeting.

One area of support for the CoC that the Committee discussed in further was the hanging baskets. The committee discussed the possibilities of other organisations helping with the funding i.e. the village guide surplus, Co-op charity or a funding or grant. The Committee agreed to **RECOMMEND to Main Council** - to reconsider undertaking the planting for the hanging baskets for 2018 onwards. Proposed Cllr Ford, seconded Cllr Dale, unanimously agreed.

ACTION – Clerk to find out the before the meeting the Main Council meeting the costs to undertake this task.

- 25 Committee members to each write a piece on things happening in and around the village for distribution onto social media, (Cllr Dickson to write one about Maria Taylor, Cllr Rush to write about the Haywardens and our new Cllr Warren Chellar and Cllr Dale to write a piece about the long grass.) c'fwd.

- 26 Cllr Ford to investigate the issues currently experiencing with regards personal/business accounts and Facebook access.

Cllr Ford has looked into corporate access however this is a lengthy process to complete approx. 4+ months. The Committee therefore agreed to continue as is at present.

Comments have been received asking if the page has stopped as only 5 posts have been put up this year and it only has 45 followers down from 865 at this time last year. The Committee acknowledges and appreciates the time and effort put in by Councillors to post to SM sites. The Committee do however need to

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look at the effectiveness of having so few posts and so few followers and how we can increase these numbers.

The Clerk highlighted that she finds SM a great tool for information and would see it as a great loss if the PC didn't use the site to get information to the village on behalf of the PC. Local Group "CSP Connected" has in excess of 1,800 followers but they post weekly.

Cllr Ford to consider if any other Councillors have the time and interest in such areas. **ACTION** – Cllr Ford to speak to Cllr Chellar to see if this is an area he is interested in?

33. Cllr Shinner updated the Committee on the status of the new village guide.

The draft guide is with the printers, with a good response from those participating. The guide will hold approx. 18 articles, on subjects such as the CoC, a historical piece by Dennis Beddows, the PC Haywardens, Community Centre, Parish Council, St Peters Garden Project, Feast of St Peter, GX Lawn tennis club, Misbourne River Action Group, Neighbourhood Watch Scheme, NAG, Heritage trail, Epilepsy Centre, Royal British Legion, U3A and the Village Voice.

The aim of the project was to be self-funding and any surplus if created would be put back into the village to support a local cause, village flags, hanging baskets etc.

Cllr Shinner and Cllr Dickson highlighted how nice it has been to get to know the shop owners and the positive response they've received from them with regards this project.

Cllr Ford thanked the working party for all their efforts so far and looks forward to seeing the final product very soon.

34. The committee discussed the issue of communications from Committees. A Comms & PR policy was introduced in 2015, the Committee would like to remind all Councillors of the policy and to ensure they work within the agreed policy.

ACTION – Clerk to add to the next Comms & PR meeting to review the policy.

RECOMMEND to Main Council – All Committees to reacquaint themselves with the Comms & PR policy. Proposed Cllr Ford, seconded Cllr Allen, unanimously agreed.

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Chalfont St Peter Parish Council Communication Policy

Version:	V0.05
Date:	04/02/16
Date Ratified:	25/02/16
Review Date:	Two years after date of ratification

This policy relates to all communications between the Parish Council, Parish Councillors, residents, the public and other organisations.

It defines the policy of the Council in how it will handle communications, what are acceptable methods of communication and good practice requirements.

Communication methods

There are a number of communications methods that may be employed between various parties. These are taken in turn, below.

Communication by email

All Communication to Councillors shall be by email. Each Councillors e-mail address is available to the general public via the website.

Audit trail of Communications -

Councillors who have been delegated responsibility for some action which involves written or verbal communications with third parties shall ensure all communications are stored appropriately.

These shall include:

- Letters or emails sent and received
- Notes of minutes of any meetings which may have been held or attended
- Notes or minutes of any face to face or telephone conversations held

Councillor Feedback

Councillors who attend meetings on behalf of the Parish Council will feed back at the next Main Council meeting under heading – Outside Bodies.

External Communications

External communication is concerned with the way the Parish Council presents itself and its workings to the general public. This is not just a matter of what it communicates, but also how and the timely nature of these communications.

The Parish Council accepts that not all Parishioners have either access to, or desire to use certain delivery channels. As a result the external communications employed will ensure a number of different delivery mechanisms in order to achieve the maximum coverage possible.

Delivery channels

Newspapers (free and paid for)

Social networking

Internet

Notice boards

Email

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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.

Public events

Telephone (both landline and mobile)

SMS and MMS text messaging

E-newsletters

The list is not exhaustive, and some residents may use only one for their information, whereas others may use many. We also have to consider the demographics of the village in conjunction with delivery channels; there may not be many young people reading newspapers for example, and this age group may be better served by a more technology focused approach.

Open Days

The Parish Council shall put on open days and participate in village events to present current issues and progress, and encourage discussion within the village.

Parish Council Website

Information shall be published on the Parish Council website as and when required.

This shall include:

- Minutes and agendas of Parish Council meetings
- Minutes and agendas of committee meetings
- Annual reports and accounts
- Parish Councillor contact details
 - Information covered by the Model Publication Scheme (see also Model Publication Scheme)
- Information and news items which may be of general interest to the public

Certain information from other Councils can be found on the site, for example:

- Chiltern District Council Services
- Bucks County Council Services

Information covered by the Publication Scheme shall be published:

- On the Parish Council website

Published Communication Policy

The Communication Policy shall be published:

- On the Parish Council website

News and Views

General information, news and commentary shall be published as a minimum:

- On the Parish Council website
- Via the Parish Council social media channels

Village Calendar

The Parish Council shall provide a village calendar which shows details of future events as a minimum:

- On the Parish Council website

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Social Media

The Parish Council have Social Media accounts in order to extend its presence and inform and engage with residents and the wider audience.

Social media will be used to inform the residents of activities within the Parish Council and the wider community, including supporting the Village retail shops.

35. To discuss test filming for production company as per discussed at January Main Council.

Cllr Ford update the Council on the opportunities to take part in a test filming which may lead to taking part in a 6-part mini-series, Village Life. The Committee agreed to the test filming under the proviso that if the village is successful that the final decision on whether to take part is taken by Main Council. Proposed Cllr Ford, seconded Cllr Dale, unanimously agreed.

36. To discuss development of social media channels, discussed under AP 26

37. Information Items

M&S will soon be opening in March 2018

NAG will be meeting with Lower Rd residents to discuss the parking issues raised.

38. Date of Next Meeting – 7th June 2018

Signed

Date