

# CHALFONT St. PETER PARISH COUNCIL

Minutes of the Communications and PR Committee  
held on Tuesday 22<sup>nd</sup> September 2020 at 7pm.



## MINUTES

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

Also Present: Debbie Evans (Clerk)

In light of both the Chairman and Vice Chairman giving apologies Cllr Browne proposed Cllr Shinner to Chair the meeting, seconded by Cllr Dale, all agreed.

35. Apologies received from Cllr Rush and Cllr Ford.

36. The following personal and pecuniary interests were declared.

Cllr Smith – Buckinghamshire Councillor

37. The minutes of the meeting held on 27<sup>th</sup> January 2020 were proposed by Cllr Browne, seconded Cllr Dale, agreed.

38. To review action points from previous meetings:

19b Cllr Rush to take on the lead looking at defining a structure and weekly themes for the social media streams to keep the pages relevant and active. Carry forward. **ACTION Cllr Rush c;fwd**

10 The Committee discussed the request from Open Spaces to advertise for volunteers to help with spring planting in the village. 1) Clerk to liaise with OS to gain relevant information – AWAITING INFO FROM OS 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. **COMPLETED, Cllr Rush is working with Cllr Southworth on this.**

19 b&c) (Clerk) To create a poster for notice boards with key metrics of the Parish Council on, It was noted that a large poster was not required and that up to date A4 posters be placed in the Notice Boards. **Carry forward**

e) (Clerk, Cllr Shinner) Speak with all those organisations who have generously given donations to the St Peters Garden memorial project about advertising their assistance. It was agreed that Cllr Shinner should take the lead and not Cllr Rush. **COMPLETED**

Signed

Date

f) (Haywarden, Cllr Dale) Contact professional organisations and charities about the nature reserve and potential bird boxes etc in the new St Peters Garden. Cllr Dale reported that he had spoken to a company who would be happy to set up a workshop around how to organise sponsorship and help children make the bird boxes. It was felt that local businesses could also be contacted to see if they would like to sponsor a bird box. It was however too soon to pursue this further at present. **Carry forward.**

j) Cllr Rush to investigate local radio stations and ask if they would like a “day in the life of....” Type interview. **Carry forward.**

21 Advertising of the Councillor Surgeries, Cllr Rush to ask the Community Centre if they would put up a poster. **Carry forward.**

31 Cllr Rush to advertise on social media the Neighbourhood Watch meeting on the 5<sup>th</sup> February. **COMPLETED**

39. The Committee discussed the Lower Rd Quiet way scheme. It has been acknowledged that the Parish Council were not sufficiently consulted prior to or with regards the removal of the scheme. The Parish Council reacted quickly to the project once made aware of and were part way through an extremely informative survey on usage on Lower Rd by bikes, cars and pedestrians. The Committee will go through all the comments received and pick up on any other issues raised for further discussion.

The committee thanked Cllr Shinner for his quick work organising the Cllrs and content of the survey, it was welcomed by residents and enabled residents to speak to Cllrs at the scene for either more information or to express their feelings.

40. The Committee discussed the plan produced by the Clerk to ensure Council is compliant with the WCAGAA 2.1 website accessibility regulations going forward, they agreed and **recommend to main council** the following-

- Put a holding statement, written by Comms & PR and the Clerk, onto our website until the accessibility statement is available.
- Follow the 6-step process as outlined in the paper for the audit and drafting of the accessibility statement, calling on third party experts as and when required.

Step 1 - Check to see if the website infrastructure is accessible and if not, what are the issues.

The committee agreed for the Clerk to go back to Coolfields and request an audit ASAP.

Step 2 - Plan to fix any issues that have be highlighted on the website.

Clerk to work with IT providers to rectify any issues raised from the audit.

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Signed

Date

Step 3 - Undertake an audit of files held within the website, check accessible.

Any documents post Sept 2018 must be written in a compliant format (as explained in the paper produced by the Clerk). We can produce a content audit, checking documents on each page and fixing compliance issues or we could take everything off the current website and start again, adding back only those compliant elements required to be held on our website in accordance with the Openness & transparency Act such as minutes, finance audits etc.

**ACTION** – Clerk to speak to NEXUS/VATU and ascertain if we can remove all the content and pages and keep in draft and add back in when changes have been made to make them compliant.

Step 4 - Plan to fix those content issues raised

The Committee agreed that the work required to change the format of current minutes, agenda, policy documents etc since Sept 2018 will take time, this work cannot be absorbed into daily work schedules due to a reduced staffing profile at present. The Committee agreed that staff may undertake overtime to complete the work. Funding for this to be taken from HR budget which has capacity due to the resignation of the PPO or funds remaining from those agreed.

Step 5 - Publish an accessibility statement

Clerk to put the accessibility statement onto our website and update accordingly.

Step 6 - Put into place a monitoring and evaluation plan for new features or documents

TBA

- Set aside a budget of up to £6k to enable the Clerk to undertake necessary audits on our platform and contents ASAP.
  - **ACTION** - Finance Admin to create a new cost centre code and vire monies from Office Maintenance & Office equipment
- The Comms & PR Chairman and Chairman of Council to confirm spend with Clerk prior to commission to ensure no further delays.
- Add to the Main Council meeting as a standing item on our agenda to review our plan and any actions required.

Proposed Cllr Browne, seconded Cllr Dale, unanimously agreed.

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Signed

Date

41. To discuss the request from Committees for social media posts on the following. **C'fwd as it is Cllr Rush deals who posts onto social media and was not present to discuss.**
- Open Spaces – More tree guardians, TPOs, Bite sized bi-weekly updates from Cllr Southworth and Fly tipping (please don't).
  - Finance – TBA
  - A&P – TBA
  - Main Council – Thank you to the Haywarden team for picking up the inordinate amount of rubbish being left and to remind people to take home their own rubbish, keep Chalfont tidy.

42. Information items

Due to the possibility that Christmas village events may be cancelled this year because of COVID19, Cllr Smith suggested the following options to help the Christmas spirit –

- 1) Christmas window competition
- 2) Christmas treasure hunt
- 3) Salvation Army band playing on the Saturday before Christmas.

Cllr Smith has funds available within the Chairman's allowance for prizes which could include hampers from local shops. The Comms & PR were supportive of these options and Cllr Smith will discuss at the Main Council meeting.

43. 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

44. The Committee discussed the request from Main Council on the statement to be provided to residents with regards recent activities.

**ACTION** - Holy Cross working party to produce a statement for discussion at the Main Council meeting on Thursday 24<sup>th</sup> September 2020.

45. Date of Next Meeting – 2<sup>nd</sup> November 2020.

Meeting finished at 8.05pm

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Signed

Date