

CHALFONT St. PETER PARISH COUNCIL

Minutes of the Communications and PR Committee
held on Thursday 3rd November 2016 at 8pm.



MINUTES

Present: Cllr Dickson (Chairman), Cllr Dale, Cllr Ross, Cllr Rush and Cllr Ford

Also Present Cllr Shinner and Debbie Evans (Clerk)

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

17. Apologies received from Cllr Allen and Cllr Hatton.
18. No interested declared.
19. The Committee approved the minutes of the meeting held on the 8th September 2016. Proposed Cllr Ross, seconded Cllr Ford, agreed by all.
20. To review action points from previous meetings

13 Photographs in the Council Chamber

The Committee thanked the local photographer who has offered printed photographs of the village for the Council Chamber and agreed that any picture used should have the photographers name on it. Cllr Dickson to organise a viewing for the Comms & PR Committee of the photographs the Committee can choose from.

RECOMMENDATION to Main Council – to agree a spend up to £500 for the framing of 4 pictures for the Council chamber, subject to three quotes. Proposed Cllr Ford, seconded Cllr Ross.

- 14 Clerk to obtain generic business cards with no names to be used by Councillors as a means to give out the Councils details. C'fwd
- 15 Clerk to look into alternative options for leaflet distribution including Royal Mail and suggested suppliers by Cllr Rush. C'fwd
21. The Committee agreed the Terms of Reference for the Comms & PR Committee subject to changing the word to “promote” and take out the word “presence”. Proposed Cllr Rush, seconded Cllr Dale. Unanimously agreed.

Signed

Date

22. The Clerk went through the risks which come under the Comms & PR Committee, Cllr Dickson proposed, seconded by Cllr Rush. Agreed by all. **RECOMMENDATION to Main Council**
23. Cllr Shinner asked the Committee to consider the creation of a CSP Parish Council Village Guide, filled with information about the village, maps, heritage walk details, local sports groups, local volunteer groups, emergency contacts, details about the three Councils to name just a few.

Cllr Shinner gave an example that a 40 A5 sheet glossy coloured brochure which cost approx. £800

Cllr Ross asked that we consider the other free brochures which are delivered to CSP and see what they contain and try not to duplicate it in this guide.

Cllr Ford highlighted that the guide should be created with the Chamber of Commerce and support any local initiatives, such as “Keep it Local”.

The Committee would like the booklet to be linked to the website.

The Committee are supportive of this idea and are **RECOMMENDING TO MAIN COUNCIL** that 1) Agree in principle that the Parish Council produces a Village Guide, 2) A working party is set up to investigate the costs and format.

24. The Committee discussed the proposal to create an electronic database for sending information from the Parish Council to local residents from.

The Committee discussed the variety of newsletters and types of social media currently being used within the village to inform the villagers and decided that at this time it was unnecessary to add another newsletter saying the same things. The committee does however want to be able to highlight important issues. Cllr Ford suggested we use our website to gather e-mail addresses for the purpose of urgent bulletins from the PC.

ACTION – Clerk to speak to website designers to find out if this is possible.

25. The Committee discussed the first draft budgets for Comms & PR for 2017/18. Additional funds added and proposed cuts if required were highlighted. Proposed Cllr Rush, seconded Cllr Ford. Agreed.
26. Information Items

Cllr Rush would like to link the twitter and facebook page so that you don't need to re-write the same message on both mediums, Cllr Rush to investigate whether this is possible.

Signed

Date

Cllr Dickson reminded the Committee of the dates for –

Maria Taylor Concert	Wednesday 15 th December at 7pm
Fun Night	Friday 2 nd December 2016

ACTION - Cllr Dale to liaise with Cllr Darby with regards the fun night rota to cover the stall

Christmas Meeting	22 nd December 2016
-------------------	--------------------------------

Cllr Dale has acquired a candy floss machine to be used on Fun Night to raise funds for the Maria Taylor trust.

27 Next meeting – 2nd February 2017

Meeting finished at 9.20pm

Signed

Date