

CHALFONT St. PETER PARISH COUNCIL

Minutes of the Communications and PR
Committee held on Thursday 3rd September
2015 at 8pm.



MINUTES

Present: Cllr Day (Chairman), Cllr P Dale, Cllr Hatton and Cllr Allen.

Also Present: Debbie Evans (Clerk)

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

12. Apologies – Cllr Dickson and Cllr Ross.
13. Declarations of Interest - None
14. The minutes of the meeting held on the 11th June 2015 were proposed by Cllr Dale and seconded by Cllr Hatton as a true reflection of the meeting.
15. Review Action Points
 - 12b(13) & 25** E-mail Policy & CSP Policy – Cllr Allen updated the committee on current legislation and spoke about the best practice policy that Sutton Cum Lound Parish Council has adopted with a view to CSP PC adopting similar. **ACTION** – Clerk to circulate the Communication Policy from SCL PC, to all members of the committee, the committee will then meet before the next Main Council meeting on the 24th September 2015 at 7.15pm to discuss.
 - 13b (13)** New Plaque – Three quotes had been received made from 3 different materials. £363 for a raised acrylic, £966 for one made of resin and between £1750 and £2k for one made of wood. The committee discussed all material options and are **RECOMMENDING** to Main Council that we order a sign made from resin up to the value of £1,000. **ACTION** – DC to organise 3 quotes and order.
 - 9** Deputy Clerk to provide Cllr Dickson with number of allotments free for her to advertise on social media. **COMPLETED**
 - 10** Cllr Dickson to ask the public of CSP via social media streams if they have a copy of a photo of a young girl sitting on a bomb crater in the village. **COMPLETED**
16. Cllr Day updated the Council that there was an opportunity to use the shop fronts of local closed shops to advertise the 100 trees by 2020 campaign. Cllr Day has created a letter to go to local business and will discuss with the Clerk with regards sending it out to the relevant companies, requesting support and donations.
17. Cllr Day and Cllr Darby met with the Chamber of Commerce to talk through possibilities for future projects and to help revitalise the village centre. We currently have 12 vacant shops in the village. Cllr Day is speaking to the freeholders/owners of the vacant shops and suggests that projects and community groups such as The Heritage group could use to advertise their campaigns.

18. The committee discussed the need for additional banners for both the stage and tents which are used for Feast Day and Christmas fun night. The committee's **RECOMMENDATION**, proposed by Cllr Dale and seconded Cllr Day is that the following is ordered from the Comms & PR Budget.
- 2 x 12ft by 2ft weighted vertical banners which could be used at the side of the stage at Feast day and other events.
 - 2 x smaller banners (10ft. by 2ft) horizontal banners which can be used across the small marquee at Christmas and possibly a larger one for Feast day as the tent is a lot bigger.
 - Look at vertical options also for the smaller banners
 - A banner the same size as the annual parish meeting, stating Best Kept Village Winners again !. with the CSP logo both sides.

ACTION - Clerk to organise quotes and bring best value (price and quality) to Main Council for consideration.

19. To discuss and agree any actions arisen from other Committees with regards Comms & PR.

HR – None

Finance – None

A&P – None

Open Spaces. Cllr Day to organise publicity with regards the Best Kept Village win and the 100 trees by 2020 planting initiative. Both completed.

20. Information Items

Cllr Allen suggested that we should write to GX station and ask why “and the Chalfonts” was removed from the GX train station sign. **ACTION** – Cllr Allen to write and ask why and if it can be reinstated.

21. Next Meeting

Additional Meeting - Thursday 24th September at 7.00pm

Normal Committee meeting – Due to commitments Cllr Day requested the date be changed to November 12th.

Meeting Finished at 9pm.