

CHALFONT St. PETER PARISH COUNCIL

Minutes of the Communications and PR Committee
held on Thursday 4th February 2016 at 8pm.



MINUTES

Present: Cllr Day (Chairman), Cllr Dickson (Vice Chairman), Cllr Dale, Cllr Hatton, Cllr Ross (part) and Cllr Browne

Also Present Debbie Evans (Clerk)

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

38. No apologies received.
39. Cllr Hatton and Cllr Dickson declared an interest in any items relating to SENSE. Cllr Day and Cllr Shinner declared an interest in any items relating to Feast day.
40. Cllr Day proposed and Cllr Dale seconded the approved minutes of the meeting held on the 12th November 2015. Agreed by all.
41. Review Action Points
- 26c** All Cllrs can have access to the NALC website, the Clerk holds the username and password if needed. **COMPLETED.**
- Cllr Ross joined the meeting
- 33** Cllr Dickson discussed the options with regards installing a map within the village. 1) Use the current notice boards, PC, CoC or Library and put in a purchased map 2), get a new notice board and locate on HSBC, Toilets, etc. 3) Purchase a new lectern style board and get a more stylised type map with extra facilities like the heritage plaques on. The Committee decided at this moment it would be best to go with option 1. **ACTION** – Cllr Dickson to check the use of the Library notice boards and organise the map to be printed/purchased.
- RECOMMENDATION** to pay up to £200 to organise a map for the current notice boards, either new or printing an original with copyright Proposed Cllr Hatton, Seconded Cllr Dale. All agreed.
- 34** Queens birthday celebrations. Clerk to add to the next MC Agenda for ideas. **COMPLETED**
- 35a** The Clerk and Cllr Dickson explained the principles of the Quality Status recognition. Cllr Dickson updated that the term Quality Status has now come to a halt it's now the Local Council Award Scheme. The Local Council Award Scheme exists to celebrate the successes of the very best local councils, and to provide a framework to support all local councils to meet their full potential. Cllr Hatton was worried that this might be a "paper ticking exercise", however after going through the list of actions that need to be adhered to we currently undertake approx. 95% of this already. Those outstanding like a complaints procedure is something we should have and are working towards.

Signed

Date

The awards start at Foundation, Quality and Gold standard. The three tier approach enables PCs to continually improve.

The Clerk informed the committee that the internal auditor is always surprised that we aren't part of the award scheme. His view is that we are of this standard already and by being recognised it not only very positive PR for the PC it also allows us to have General Power of Competence.

Cllr Day proposed that we start working towards the things we have outstanding anyway and discuss this more in detail next meeting.

ACTION – Clerk to produce a summary paper on the award scheme, benefits and costs for the next meeting in May.

35b Clerk to write to Trident to find out the feasibility and costs to create a Councillor folder on our sharepoint. **COMPLETED.** **ACTION** – Clerk to talk to Cllr Day with regards alternative options, like Drop Box.

35c Clerk to add to the next Main Council agenda Cllr Days suggestion to consider increasing our village status profile. **COMPLETED**

35d Clerk to take out all comments that are not appropriate to this policy, i.e. held in other documents or only appropriate to smaller councils and send out to all for discussion at the next Comms & PR meeting in February 2016. **COMPLETED**

42. To discuss the draft Communications Policy. The Committee looked through the new draft Comms Policy. Cllr Ross highlighted the need to comply with the Model Publication Scheme requirements. The Committee suggested that we take out of the Comms policy and our Standing Orders that all publications need to be available on noticeboards and steer people to the website. Proposed Cllr Ross, Seconded Cllr Day, agreed by all.

ACTION – Cllr Ross to assist the Clerk with the requirements of the Model Publication Scheme to ensure we are adhering to it and to check that we can take out the comments with regards noticeboards

RECOMMENDATION – To adopt the proposed Communications Policy. Proposed Cllr Day, Seconded Cllr Dale. Agreed by All.

43. The Committee discussed the Queen's birthday celebrations which includes lighting the Beacon on the 21st April 2106 and how the Comms & PR Committee can support this event.

Cllr Day has had discussions with James Simmons from Gold Hill Baptist Church, they will provide a flatbed truck which can be used for the local singing group and Chiltern Wind Band to perform on.

Idea is to sing some songs from the last 90 years, sing Happy Birthday the National Anthem and light the Beacon.

ACTION - Clerk to organise the Beacon lighting with the Haywarden team.

ACTION – Cllr Day will produce a press release and A4 poster to be distributed in the village shops and social media streams.

RECOMMENDATION – To allocate up to £200 if needed for this event. Proposed Cllr Day, Seconded Cllr Hatton, agreed by all.

Signed

Date

44. Cllr Browne attended as part of the Local Plan working party and updated the Committee on the current position, he showed the committee the draft leaflet which will be distributed throughout the village to advertise the public meetings.

The Committee asked Cllr Browne and the working party to keep them fully updated to ensure that all Communications are consistent.

SENSE will fund the leaflets and costs resulting from public meetings and the PC will fund the consultancy spend.

ACTION – Clerk to print pages 37 & 43 of the Local Plan in colour and in A3.

ACTION - Cllr Longshaw is organising the leaflet drop, we need volunteers to delivery, Comms & PR to send out a request on social media using Cllr Longshaw's details.

ACTION – Cllr Brown to provide Cllr Day and Clerk a jpeg of the leaflet, images etc to put on the website.

45. The Parish Council will be having the usual tent at Feast Day 2016, contents for within the tent could be Local Plan and the Heritage Plaques the Cllrs will work on the presentations.

ACTION - Cllr Hatton suggested a map of the village showing the wards and photographs of each Cllr in the correct ward.

ACTION – Clerk to provide Cllr Day with a picture of the tractor, to advertise the “NAME THE TRACTOR” competition, Cllr Day to advertise on social media.

46. Information Items.

Heritage Plaques – **ACTION** – Cllr Day to send out a picture of each of the new plaques over a couple of weeks. Cllr Dickson to ask the Bucks Advertiser for a double page spread of the plaques.

Local Councillors – **ACTION** – Cllr Day to send out via twitter every couple of days the pictures and details of our Cllrs.

NP – A member of the public has asked Cllr Dickson for a copy of the judgement, as far as we were aware the judgement was still not available, however we now realise it has been out since January. **ACTION** – Clerk to ask CDC and send out if available.

47. Next Meeting – 5th May 2016

Meeting finished at 9.25pm.

Signed

Date