

CHALFONT St. PETER PARISH COUNCIL

Minutes of the Communications and PR Committee
held on Monday 4th November 2019 at 7.30pm.



MINUTES

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

Also Present Debbie Evans (Clerk)

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

15. Apologies received from Cllr Browne.

16. The following disclosable and pecuniary interests were declarations –

Chiltern District Council	Cllr Rush
Maria Taylor Charity	Cllr Dale
Feast Day & NAG	Cllr Shinner

17. Cllr Ford approved the minutes from the meeting held on 10th June 2019, seconded by Cllr Dale, agreed.

18. To review action points from previous meetings:

19b Cllr Ford to look at defining a structure and weekly themes for the social media streams which could possibly be automatic to keep the pages relevant and active. Will be incorporated into Pt 19. **COMPLETED**

7 Feast Day Actions

A) Local Plan

Cllr Browne to liaise with Cllr North with regards appropriate leaflets and information that we can use for the stand, the Clerk is available to support the Cllrs to create the presentation stand. **COMPLETED**

B) Cllr Surgeries

Clerk to organise the dates and send out to all Cllrs asking for volunteers. **COMPLETED**

Clerk to organise 1/3 of a stand panel with information on the surgeries. **COMPLETED**

Signed

Date

C) Holy Cross

The working party and Clerk to produce a statement for Cllrs to give out on the day in the event they are asked about the Holy Cross judgement. **COMPLETED**

D) Maria Taylor Candy Floss

Cllr Dale and a trustee of the Maria Taylor Charity will organise and run the candy floss for the event. **COMPLETED**

Cllr Dale asked if it would be possible to purchase balloons for the event.

8 Clerk to ask Cllrs to populate the dates for the Cllr surgeries. Not all Cllrs responded, therefore monthly requests will be sent out. **COMPLETED**

9(6) Cllr surgeries need to be advertised on notice boards, social media, website, posters in the shops and library. Cllr Shinner to send through to Clerk to add to notice boards.

9(7) Clerk to produce a file for Cllrs to use at the Cllr Surgeries with helpful info in. **COMPLETED**

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. C'FWD

19. To discuss and agree the future strategy and objectives of the Comms & PR committee for 2019-2020.

Cllr Rush asked for an update from Cllr Ford (previous Chairman) on the strategy currently in place. Cllr Ford gave a history of the actions undertaken by the Comms & PR committee.

The Committee agreed that the future strategy of the Comms & PR committee should be to look at -

- Promoting the image of the Parish Council
- Ensuring Councillors are accessible to the public
- Communicating with villagers effectively
- Better awareness of what we do

The Committee agreed the following in support of the above –

Signed

Date

ACTION (All Committee)– Support the Village guide

ACTION – (Clerk, Cllr Ford, Cllr Rush) Create a poster with key metrics which can go into the guide and onto notice boards around the village, promote this document through social media streams

ACTION – (Clerk) Print an A1/2 poster of the document to be used for Councillor surgeries and village events.

ACTION – (Clerk, Cllr Rush) Actively promote the village through recognition for key projects, Councillors and staff

ACTION – (Clerk, Cllr Rush) Speak with all those organisations who have generously given donations to the St Peters Garden memorial project about advertising their assistance.

ACTION – (Haywarden) Contact professional organisations and charities like RSPB about the nature reserve and potential bird boxes etc in the new St Peters garden

ACTION – All Cllrs to share any posts from the Parish Council on their own social media streams.

ACTION – Cllr Ford to structure automated weekly themes for the social media streams to keep the pages relevant and active

ACTION – Cllr Rush to assist any Councillors that are new to social media if they wish to set up an account.

ACTION – Cllr Rush to investigate local radio stations and ask if they would like a “day in the life of....” Type interview

ACTION – Clerk to organise another Comms & PR meeting for December.

20. The Committee discussed the budgets in detail. The Committee agreed the proposed budgets 2020-21. Proposed Cllr Ford, seconded Cllr Dale, agreed.

21. Cllr Shinner updated the committee on the four surgeries that have so far been undertaken at the library. Apart from one surgery residents have taken the opportunity to talk to the Councillors about village issues.

ACTION – Cllr Shinner to update Cllr Rush a couple of days before surgeries take place to advertise the event.

ACTION – If Cllrs have social media accounts, please advertise the surgeries.

RECOMMEND TO MAIN COUNCIL – for the pilot scheme to be continued as business as usual

22. Cllr Shinner updated the Committee on the village Guide for 2020-21. The guide was not created to generate money but to cover costs. Suppliers previously used for the current guide have agreed to the same deal for a new guide. Nearly all the 6,700 homes within the village received a copy of the current guide. The Committee agreed a modest update on the current guide should be sufficient, including the following -

- 1) New Pictures
- 2) New colours
- 3) Indexed Map

Signed

Date

4) New articles

RECOMMEND TO MAIN COUNCIL – To form a working party to look at putting together the guide for 2020/21. Proposed Cllr Ford, seconded Cllr Allen, agreed.

23. No information Items received

24. 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

25. To discuss and agree a Comms strategy for the Holy Cross case up to April 2020 and beyond.

We need to take control of any statements given by the Parish Council. In future all press releases are to be written by the Committee and then checked by the relevant professional.

ACTION – Cllr Ford to produce a statement in readiness for the two potential outcomes.

ACTION – Cllr Ford to produce a statement to be used by the Council staff and Councillors to respond to residents' queries post March.

26. Date of Next Meeting – 20th January 2020

Meeting finished at 9.35pm

Signed

Date