

CHALFONT St. PETER PARISH COUNCIL

Minutes of the Communications and PR Committee
held on Thursday 5th November at 7pm.



MINUTES

Present: Cllr Rush, Cllr Ford, Cllr Browne, Cllr Shinner and Cllr Smith.

Also Present: Debbie Evans (Clerk) Cllr Hatton (part)

46. No apologies received.

47. No declarations of interested declared.

48. The minutes of the meeting held on 22nd September 2020 were proposed by Cllr Browne, seconded Cllr Shinner, agreed.

49. 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**

Currently Cllr Rush and Cllr Ford are the only people able to post directly to the PC social media streams. It is important that social media streams are kept up to date and active as much as possible to keep people interested. The committee suggested that all Cllrs should be encouraged to share their own posts that are relevant to the PC and 'tag' in the Parish Council. The Clerk highlighted that 'tagging' the PC must be undertaken with careful thought and reminded Cllrs that no one individual Cllr can talk on behalf of the PC unless the PC has made a decision about that subject, 'tagging' may infer PC acceptance/interest/position and therefore should be undertaken with caution.

Cllr Harrold will join Cllr Rush and Cllr Ford as website admin. **RECOMMEND TO MAIN COUNCIL – Policy change.**

- 19 1) The Committee discussed the action for the 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. Cllr Shinner highlighted that Met One within the village may easily be able to produce something like this. **RECOMMEND TO MAIN COUNCIL** – a budget up to £100 to pay for Met One to create a poster

Signed

Date

ACTION – Cllr Shinner to speak to Met One about our request

ACTION – Clerk to provide metric information for Cllr Shinner to use.

2) Haywarden and Cllr Dale to 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. Awaiting the right time to start.

3) Cllr Rush to investigate local radio stations and ask if they would like a “day in the life of...” Type interview. Cllr Rush has contact Wycombe Sound and will also approach the Chiltern Voice.

21 Advertising of the Councillor Surgeries, Cllr Rush to ask the Community Centre if they would put up a poster. Due to COVID this is not possible at present. Put this back onto the Agenda in spring 2021.

40a Clerk to speak to NEXUS/VATU with regards removing data and reinstalling once WCAG compliant. **COMPLETED** – No response from either company.

40b Finance Admin to create a new cost centre code and vire monies from Office Maintenance and Office Equipment to cover agreed budget. **COMPLETED**.

44 Holy Cross working party to produce a statement for discussion at the Main Council meeting on Thursday 24th September. **COMPLETED**

50. The Clerk gave the Committee an update on the work undertaken so far with regards the WCAG2.1 regulation. The new website should be up and running by the end of November, this will be a compliant platform to work from and any documentation then put back onto it will be in the correct format.

The new website provides additional applications that we can add onto our platform

Planning portal – enables residents, Cllrs and staff to access all planning applications relevant to our village in one easy location. Annual cost of £50.

Payment portal – enables residents to pay for goods or services online. This would really help us with burials and allotments rather than receiving this by cheque. It is easily accessed on the website and provides an effective audit trail for payments. One of cost - £500

RECOMMEND TO MAIN COUNCIL – that both of the additional portals are installed within our new website. Proposed Cllr Rush, seconded Cllr Browne, agreed.

Signed

Date

51. The Clerk went through the DRAFT budget for 2021-22 for Comms & PR, no changes were suggested. Proposed Cllr Rush, seconded Cllr Browne, agreed.
52. To discuss the request from Committees for social media posts on the following
- Open Spaces –Bite sized bi-weekly updates from Cllr Southworth and Fly tipping.
 - 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.
- ACTION** – Cllr Rush, Cllr Ford, Cllr Harrold to post the above on our social media sites.
- ACTION** – Clerk to send a photo of the Haywardens to Jonathan to use with above post.
53. Information items
- Lockdown No2 – There is nothing specific the Council need to communicate with regards this second lockdown. Our play areas and burial site can stay open.
54. 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). Not required.
55. Date of Next Meeting – TBA.

Meeting finished at 8pm.

Signed

Date