

CHALFONT St. PETER PARISH COUNCIL

Minutes of the Communications and PR Committee
held on Thursday 7th June 2018 at 8pm.



MINUTES

Present: Cllr Ford (Chairman), Cllr Allen, Cllr Dale, Cllr Dickson and Cllr Smith.

Also Present Debbie Evans (Clerk)

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

1. The Chairman of Council, Cllr Smith asked for nominations for Chairman of the Comms & PR Committee. Cllr Dale nominated Cllr Ford, Cllr Allen seconded. Agreed.
2. Cllr Ford asked for nominations for Vice Chairman, Cllr Ford nominated Cllr Rush, seconded Cllr Dale. Agreed.
3. Apologies received from Cllr Shinner and Cllr Rush.
4. No declarations of Interest were received.
5. To approve the minutes of the meeting held on 1st February 2018, proposed Cllr Ford, seconded Cllr Allen, agreed.
6. The committee reviewed the TOR and suggested the following changes –

Change start time to 7.30pm for all future meetings.
Change date of meeting to a Monday to accommodate Cllrs Rush's CDC planning commitments. **ACTION** – Clerk to contact Cllr Rush and organise.

Proposed Cllr Dale, seconded Cllr Allen, agreed.
7. To review action points from previous meetings:
 - 8i Committee to go to the bulletin section of the website and put their details into the test page. **COMPLETED**
 - 8.ii Clerk to contact Trident with regards the server and request the details of the e-mail account so that Cllr Ford can set up the necessary links. **COMPLETED**
 - 8iii Cllr Ford to create a step by step guide for the clerk to use. **COMPLETED.**

Signed

Date

At the next meeting in September the Committee will look into development of the tool and how we use it. Including any GDPR requirements.

- 23 Clerk to organise a doodle poll for committee to choose best picture options. A doodle poll is not possible for pictures; therefore the Clerk will print out the options and the Committee can choose at the next meeting. **COMPLETED**
- 23ii Cllr Dickson to organise framing and hanging of the new pictures. **COMPLETED**
- 24 Cllr Ford to take the suggestions given by the Committee forward with regards the list of work undertaken by the Council in support of the village shops. Cllr Ford to add to the list, sending back to Comms & PR for review before the next meeting. **c'fwd**
- 24i Clerk to find out the cost of the hanging baskets in previous years and give to Cllr Ford before the recommendation for the Council to take on the hanging baskets comes up at the next Main Council meeting. **COMPLETED**

Cllr Dickson asked for clarification on why the recommendation to Main Council was pulled. The clerk explained that after further investigation the CoC were unwilling to take on the Insurance liability for the hanging baskets. The original recommendation included filling and maintaining and did not include the additional maintenance and insurance for the brackets. An agreement could not be made without all associated costs, which were not available at the time, so the recommendation was pulled.

- 25 Committee members to each write a piece on things happening in and around the village for distribution onto social media, (Cllr Dickson to write one about Maria Taylor, Cllr Rush to write about the Haywardens and our new Cllr Warren Chellar and Cllr Dale to write a piece about the long grass.) **c'fwd**
- 26 Cllr Ford to investigate the issues currently experiencing with regards personal/business accounts and Facebook access and ask Cllr Chellar if he would like to assist the Comms & PR Committee with Social Media. **COMPLETED**

Cllr Ford has applied for a Business Account at no cost, this will take approx. 9-12 months. Cllr Chellar has agreed to assist with social media posting.

Cllr Dickson highlighted a post on twitter, this post was a poll to save the AONB posted by the Rt Hon Dame Cheryl Gillan, the post however also had a link to join the Conservative party. The poll is OK however, the link is not appropriate. Cllr Ford agreed and deleted. The Committee is reminded that the Parish Council cannot highlight any political/business links on either twitter or Facebook.

- 34 The committee is to review the Comms & PR policy introduced in 2015. **COMPLETED**

Signed

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The committee reviewed and requested one change. The Committee would like a comment to be added with regards posting to SM, no posts should contain any biased information either political or business. **ACTION** – Cllr Dickson to write this amendment. Policy to be reviewed again at the next meeting in September.

8. The committee received an update from Cllr Dickson of the working party, on the village guide.

7,500 copies are being delivered the following weekend.

Fantastic response from members of the public have offered to deliver to their streets. Cllr Ford thanked the working party for the amazing achievement in producing this guide.

9. The Committee discussed the Feast Day event and came up with the following suggestions –

- 1) Cllr Ford is able to provide, through a friend, a 1920 Bugatti that could be placed outside the tent to draw crowds in. **ACTION** – Cllr Ford to speak to Cllr Shinner if this would be ok, as there is a vintage car show already booked.
- 2) Cllr Smith suggested a quiz. This could concentrate around unlikely associations, random connections and modern recognisable history of Chalfont St Peter. The questions could be at Feast Day and the answers would be held within the PC website. **ACTION** – Cllr Smith to write the quiz.
- 3) Celfunde Walk, leaflets and an A3 laminated map to be put up on stand, **ACTION** –
a) Cllr Smith to bring along some signs and b) Clerk to organise the A3 laminated map of route.
- 4) Beacon – Information on when its next being lit to be made available on the website and also part of the WW1 stand. **ACTION** – Clerk to organise poster and update the website nearer the time.
- 5) Village Guide – Bring a couple of copies to the tent, create an A3 poster of the front-page **ACTION**, Clerk.
- 6) Cllr Smith to liaise with Cllr Darby with regards the rota for the day
- 7) Cllr Dale confirmed the candy floss machine will be used for the Maria Taylor Charity.
- 8) Affinity Water will be in attendance with a presentation stand giving away water saving devices.
- 9) WW1 – Cllr Smith will organise a presentation stand, showing the proposed plans for the new memorial garden, information on the beacon lighting event on the 11/11/18 and details of the “there but not there” soldier. **ACTION** Cllr Smith, Clerk to provide Beacon lighting information
- 10) The County Archivist will attend with hands on activities for children, a table is to be made available.
- 11) Clerk to purchase a tub of sweets from Costco for children **ACTION - Clerk**
- 12) Cllr Smith to put together a “how many smarties in the jar” competition. **ACTION** – Cllr Smith
- 13) Cllr Dale as a member of the Open Spaces Committee to provide a written piece on the wild flower and long grass commons plan, send to the Clerk to laminate **ACTION**
- 14) Copies of the wild flower notices, verge parking notices to be made available. **ACTION** – Clerk

Signed

Date

15) Clerk to liaise with Cllr Ford with regards taking the necessary chairs, tables and presentation boards to the Common. **ACTION**

12. Information Items

The Clerk has had a request from the author of the Village Voice asking if we would put the newsletter onto our website. The Clerk confirmed that a monthly newsletter would be OK if it is clearly identifiable who the author was.

13. Date of Next Meeting – 6th September 2018

Meeting finished at 9.05pm

Signed

Date