

CHALFONT St. PETER PARISH COUNCIL

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



MINUTES

Present: Cllr Dickson (Chairman), Cllr Allen (part), Cllr Dale, Cllr Hatton, Cllr Ross and Cllr Ford

Also Present Nick Stayt (Deputy Clerk)

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

There was a proposal that the meeting should be postponed so that Councillors could go to the polling stations for the Neighbourhood Plan to explain to voters what it was about. As it was felt the meeting would be short it was decided to continue and go to the polling stations afterwards.

8. **To receive apologies.** Cllr Rush
9. **Declaration of Interests.** Cllr Ford as a member of CDC if appropriate. Cllr Dickson and Cllr Hatton as members of SENSE4CSP if appropriate.
10. **To approve the minutes of the meeting of 28th June 2016**
The minutes were proposed by Cllr Dickson, approved and signed by the Chairman
11. **To review action points from the last meeting.**
 - 6a Cllr Hatton to update the NP flyer with minor changes and check contents with Tibbalds, Cllr North and Phil Donaldson. **COMPLETED**
 - 6b Clerk to find out when the polling cards are being sent out and if we can put our leaflet in with them if we provide the envelopes. **COMPLETED – not possible.**
12. **To agree the Terms of Reference for Comms and PR Committee**
Cllr Ross queried why there was no reference to communication with the Press. Cllr Hatton queried the meaning of the term 'Optimise'. It was decided to look at this outside the meeting. **Action carry forward to November meeting.**
13. **To discuss and agree to update the pictures within the Council Chamber.**
A Local photographer had offered to donate large pictures of the village which a local business would frame at a discount. Whilst the offer was very much appreciated it was felt that the Councils procurement rules still had to be followed with prices obtained. It was agreed to i. Go to the photographer to say we are interested in his pictures and see if he can show the PC 10 or so. ii. Decide which if any the PC would like and get prices for framing. It was queried whether 'offer of pictures' was just the photographs or prints as well. **Action KD.**

Cllr Allen joined the meeting

Signed

Date

14. **To discuss the appropriateness for business cards for Parish Councillors.**

It was felt that, as Councillors were not authorised to do anything on behalf of the Council, cards would give the wrong impression. It was decided that generic cards (i.e. with no Councillor names) be obtained and Councillors who wanted them could use these. **Action Clerk.**

15. **To evaluate the Comms and PR strategy for the NP referendum.**

The Committee felt that the leaflet drop had failed due to the poor service of the companies in that only about 4 Councillors had received leaflets from the first drop and about 4 had not received a leaflet after the second. It was suggested that for about £1800 a postal drop could be achieved, addressed to 'The Householder' or similar. Cllr Ross speculated that local booklets were delivered successfully to all homes and this should be examined.

- 1) Flyer, Door to Door – Failed but lessons learnt
- 2) Website - done
- 3) Notice Boards – Leaflets in all 5 boards
- 4) Dr Webbers Chalfont St Peter/GX news letter. Circulated to about 1800 households
- 5) Shops in the Village – Not achieved
- 6) Facebook – Approx 3600 hits.
- 7) Twitter – data not available.
- 8) Village voice. Email to approx. 260 people
- 9) Banner – Banner displayed.
- 10) Library/Community Centre – Provide with leaflets
- 11) Village presence - Cllrs Dale, Cllr North and Rush had been leafletting in the village

Actions , Clerk to look into alternative ways for leaflet drop for CDC Local Plan

The Chairman asked that 'Information items be an item agenda in future

The Chairman asked that members of the Committee raised items for future agendas.

The Chairman asked if anyone would assist with the use of Social Media

Cllr Allen said that cars had been ticketed in the village though there had been mistakes in signing the bays in and out of use.

Cllr Ford questioned whether there was a PC Emergency Procedure in case of things like flooding. This was to go on the next Main Council agenda.

16. **Date of Next Meeting** – Thursday 3rd November 2016 at 8.00pm

Meeting finished at 8.30pm

Signed

Date