

# CHALFONT St. PETER PARISH COUNCIL

Minutes of the Communications and PR Committee held on  
Thursday 9<sup>th</sup> April 2015 at 8pm.



## MINUTES

Present: Cllr Mrs Dickson (Chairman), Cllr R Allen (Vice Chairman), Cllr P Dale, and Cllr Mrs Harper.

Also Present: Debbie Evans (Clerk) and Cllr L Smith

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

45. Apologies received from Cllr Day and Cllr Hatton.

46. Declarations of Interest - None

47. The minutes of the meeting held on the 11<sup>th</sup> September 2014 were proposed by Cllr Harper and seconded Cllr Dale.

The following three changes were requested by Cllr Darby and the fourth by Cllr Dickson to the minutes of the 11<sup>th</sup> September 2014. The Committee noted and agreed the requested. Proposed Cllr Harper, seconded Cllr Dale.

- That somebody other than Cllr Mrs Dickson should offer the donation, as Cllr Mrs Dickson is a trustee of the Maria Taylor trust.
- Point 12 – Clarification that the PC do pay a considerable amount towards the maintenance, storage and installation of the lights which go across the road but not the individual shop lights
- Point 28a – Cllr Darby wanted the grammar corrected but Cllr Dickson clarified that formal letters received by the Parish Council could say received TO the Parish Council. Both are grammatically correct.
- Cllr Mrs Dickson clarified if we are formally speaking on behalf of the PC that two parties have to approve press releases or statements.

48. The minutes of the meeting held on the 6<sup>th</sup> November 2014 were proposed Cllr Dale, seconded Cllr Harper.

49. Review Action Points

**5(13)** Permanent Design Agency. See 41

**12b(13)** E-mail Policy – Cllr Allen will look at the SLC policy, a bring forward a proposed policy for CSP.

The committee again discussed the issue of e-mails that are generated through the website, as main council had refused their last recommendation. Cllr Smith said that she thought main council may have misunderstood the recommendation when it was made.

It was decided to re-state the recommendation.

**RECOMMENDATION** - E-mails that are sent through the parish council website will be cc'd to the clerk, as has been the case since before our last website. Emails that are sent to specific councillors via their private email addresses are not affected as these are not seen by the clerk. Proposed Cllr Dale, seconded Cllr Harper.

**13b (13)** New Plaque –Clerk to investigate cost of a new 3D plastic plaque with new CSP logo.  
C'fwd

- 10 Maria Taylor Painting. The committee agreed that the picture should be kept within the Maria Taylor trust and used to generate income via Christmas cards etc. and that the PC should pay a donation to the trust to hang it on the council wall. **RECOMMENDATION.** Proposed Cllr Allen, seconded Cllr Harper.
- 25 CSP Policies. Cllr Allen to look through the current policies, rules and regulations and put something together for the next Comms & PR meeting. C'fwd  
**RECOMMENDATION** to remind Main Council that council meetings are not an opportunity to go through the content of committee meeting minutes. If a councillor feels strongly about a specific item, once they see that it is on the Agenda, they should either contact a member of the committee to bring up their concerns or ask to attend the meeting themselves. Committees were set up to speed up the main council meetings and to devolve the responsibility for coming to decisions – Comms and PR should not be an exception. Proposed Cllr Allen, seconded Cllr Harper.
- 27 Displays. Cllr Mrs Dickson to organise content for new displays. **COMPLETED.**  
**RECOMMENDATION** that the Council employ Helen Rayner to take individual photos of only the new Councillors and a group photograph of the new council. Proposed Cllr Harper, seconded Cllr Dale.
- 40 The Committee reviewed the findings from the last 3 months of website and social media use.  
**Website** – 15 news stories put on since January by the Clerk.  
**Facebook** – 118 posts since November, 16 put on by the Clerk the remainder by Cllr Dickson, either new stories about CSP or reposts from BCC, CDC & Village shops.  
Top 5 highest “liked” posts –  
1) 714 people liked – request to join our facebook site  
2) 571 people liked – the skate park day in Church lane car park  
3) 514 people liked – the defibrillator at Budgens  
4) 269 people liked – remembrance of the passing of Jim Flemming – Haywarden  
5) 242 people liked – CSP fun night  
**Twitter** – 70 followers, 70 tweets put on since November, 16 by the Clerk and the remainder put on by Cllr Dickson. Included were retweets from Councillors, BCC, Tfb, Weather and local shops.  
2 questions have been received and no negative comments made on any of the media streams.  
The feedback received is positive with comments such as, “good to be informed of what’s going on” and “nice to see the PC supporting the local shops”. This is in line with Comm’s remit to improve communication, and with the Neighbourhood Plan village centre objective of supporting CSP’s local retail.  
The committee agreed to continue the use of the available social media streams into the future. Proposed Cllr Harper, seconded Cllr Dale.  
**ACTION** – to send out an invite to all the new Councillors asking if they would like a demonstration one evening on how Facebook and twitter works.
- 41 Clerk to ask local designers/printers for quotes to produce a village pamphlet. After clarifying that the village visitors guide pamphlet would be done by the Heritage Group, and that our need was for a parish council leaflet, the Committee discussed what was to go into the leaflet. It was proposed by Cllr Dickson and seconded Cllr Dale and **RECOMMENDED** to main council that a 1 page leaflet be produced in time for feast day with a small picture of the newly elected Council, along with top 3 projects and priorities for the coming year..

**92Sa**

From the OS Committee. Discuss the current issue with parking at the Wagon and Horses and how best to facilitate an arrangement for this to cease. It was decided to wait until the introduction of Devolved Services and send out in line with the PCs maintenance requirements. Cllr Harper to update the OS committee

51. To agree the most effective way to inform the local electors of the upcoming Parish Council elections. Candidates will be informed on Friday 10<sup>th</sup> April. **ACTION** – Clerk to inform the Councillors and update the website when the result is available.
52. The Council discussed the options available to recognise long standing Councillors once they retire from Council duties. An option was chosen which will be funded from the Chairman's allowance. Proposed Cllr Dickson, seconded Cllr Smith. **ACTION** – Clerk to agree funding with our Auditor, Chairman of Finance and organise.
53. The Committee discussed the Comms & PR requirement for Feast Day. It was proposed that this item be put onto the main council agenda to discuss, to ask for a volunteer to organise the displays inside the tent. The Committee proposed that the Haywarden team again be present, outside the tent with the latest machinery purchased this year along with a display updating the village on the Comms Mgmt. Plan and perhaps devolved services. **ACTION** – Clerk and HH to organise the display for the event.
54. Information Items
  - 1) Cllr Smith updated the Committee that the lighting of the Beacon for the VE day celebrations is Friday 8<sup>th</sup> May at 9.30pm and not 9<sup>th</sup> as discussed at the last main council meeting. **ACTION** – Cllr Smith will forward the details of the event to Cllr Allen who will inform the press.
  - 2) Cllr Dickson reminded everybody of the Chamber of Commerce AGM is taking place on the 20<sup>th</sup> April 2015.
55. Next Meeting – 11<sup>th</sup> June 2015

Meeting finished at 10pm