

CHALFONT St. PETER PARISH COUNCIL

Minutes of the Communications and PR Committee
held on Thursday 23rd August 2023 at 7pm.



MINUTES

Present: Cllr Darby, Cllr Dickson, Cllr Hatton, Cllr Jha, Cllr Longshaw, Cllr Sahota, Cllr Shinner, Cllr Rush and Cllr Vadar.

Also Present: Debbie Evans (Clerk)

CHAIRMAN OF COUNCIL ISSUED INSTRUCTIONS REGARDING EMERGENCY FIRE EXITS IN THE EVENT OF FIRE

14. To receive apologies,

15. To receive declarations of interest.

16. To approve minutes from the previous meeting on the 3rd August 2023.

17. To review action points from previous meetings

- 8a **ACTION – Cllr Sahota** to integrate the social media content with the website when posting and when viewing the website, a scrolling FB, Twitter and Insta feed to be live.
- 8b ACTION – Clerk to put one of the Parish Council flags at the Library for the Cllrs to use when they undertake surgeries. **COMPLETED**
- 8c ACTION – Clerk to add an agenda item to the Main Council agenda for feedback from Cllrs who undertook the previous months surgery. **COMPLETED**
- 10a ACTION – Clerk to send out monthly updates in the Main Council content of the website analytics. **COMPLETED**
- 11a ACTION – Clerk to remove the Epilepsy banner at the front of the website as this is seen as distracting but item to remain on the popular links section. **COMPLETED**
- 11b ACTION – Clerk to add new pictures to the website, especially the first main picture. **COMPLETED**
- 11c **ACTION – Cllr Sahota** to review the website and look to make it more user

Signed

Date

In accordance with the Openness of Local Government Bodies Regulations Act 2014, all non-confidential supporting documentation is available to view from the Parish Council Offices.

friendly.

- 12a ACTION – Clerk add the new Heritage walk to the website and print off 10 copies for the PC offices. **COMPLETED**
 - 12b ACTION – Clerk to send through details of HW to AMV & JR to advertise on social media once ready to go. **COMPLETED**
 - 12c ACTION – Clerk to inform Simply Walks of the new HW routes. **COMPLETED**
 - 12d ACTION – Clerk to contact local resident who has previously undertaken the Heritage walk and ask for him to get involved in the trial. Cllr Hatton volunteered to write to resident. **COMPLETED**
18. To discuss and agree the order of Councillors to call from the reserves list in the event the Comms & PR committee are not quorate.
19. To receive a report on the usage of our website and social media posts.
20. To discuss dissemination of information on our website and social media from third parties.
21. To discuss and agree content to be added to the next Parish Council newsletter.
22. To discuss and agree social media responsibilities.
- a. Posting, as Cllr Rush has stepped down from this responsibility.
 - b. Collating and monitoring statistics
23. To discuss whether the Parish Council wish to undertake a Christmas window competition this year and if so the theme.
24. To discuss and agree how best to promote and support SENSE in its current actions against the Epilepsy Society planning application.
25. To discuss the necessary Comms & PR for upcoming events such as –
- a. Remembrance Day Parade including the Maroons on the 11th.
 - b. Christmas Fun Night, volunteers for both stands and special displays
 - c. Free Parking within the village in December
 - d. Maria Taylor Concert
 - e. Thames Valley Police – Have your say events – Thursday 23rd November 9am to 10am in the Co-op
 - f. Councillor Surgeries – Cllr Smith and Cllr Dale to undertake the next event on the 21st October.
26. To receive an update on current Comms & PR campaigns –
- a. Heritage Plaques

Signed

Date

27. 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)

Date of Next Meeting: January 2024

Signed

Date

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