

Minutes of the Communications Committee Meeting held on Tuesday 28th July 2015 at 7.30pm at the Council Offices, Thames Avenue, Haydon Wick

In attendance: Councillors E Baker-Lee (Chair), C Armagan, L Brown, P Booth, S Callen, J Fuller, E Gerrard, S McDermott, D Rodgers, and M Whelan

Clerk: Terry Powell

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor A Adams and D Bower

2. DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest.

3. PUBLIC RECESS

There were no members of the public present

4. MINUTES

4.1 To confirm and sign the minutes of the meeting held on Tuesday 3rd March 2015

Proposed: Councillor J Fuller
Agreed

Seconded: Councillor M Whelan

RESOLVED – that the minutes of the Communications Committee Meeting held on Tuesday 3rd March 2015 be signed as a correct record

4.2 To confirm and sign the minutes of the meeting held on Thursday 2nd July 2015.

An amendment to correct the two spelling mistakes in Item 6 were accepted – Herod amended to read Hreod and Morden amended to read Moredon.

The Clerk requested the meeting to consider the amendments to the minutes as proposed by Councillor J Stooke, as he was not present at the meeting to put the points forward himself. The meeting accepted this approach, although it was not normal custom to do so, and discussed the proposed amendments which to avoid any doubt had been provided to the Councillors in a written format.

Following a discussion it was agreed that the minutes as recorded were correct as a summary of the meeting although in consideration of the comments in point (c) of the amendments suggested by Councillor Stooke it was accepted that a point of clarity needed to be added. This was to reflect that there was a number of jokes in the draft version of the magazine as viewed at the meeting on 2nd July 2015 and the one removed was the joke of the month. The minutes were amended to show this point of clarification and were duly initialed.

Proposed: Councillor J Fuller
Agreed - Unanimous

Seconded: Councillor C Armagan

RESOLVED – that the minutes of the Communications Committee Meeting held on Thursday 2nd July 2015 be signed as a correct record following the corrected spelling of Hreed & Moredon in Item 6 and with the clarification in Item 7 regarding the removal of the ‘joke of the month’ from the draft articles for the Summer Edition of the magazine

5. CLERK’S REPORT & ACTION REVIEW SUMMARY

The Clerk updated Members on the following items

- Facebook account up and running as from Wednesday 22nd July. Not accepting friend requests but to date have had over 50 likes. Example of use meetings, posting of news items
- Following letter received from the Ministry of Defence asking all local government bodies to fly an Armed Forces Day Flag which was on 27th June 2015 propose to seek quotes for a flagpole. Been advised by Borough Planning Department planning permission not required providing it is flags connected to the business of the Council.
- Squirrel statue to be sited at Thames Avenue frontage to Offices. Suggested event to mark the siting and/or article re the origin of the statue

6. EXEMPT ITEMS – EXCLUSION OF PRESS AND PUBLIC

Certain items are expected to include the consideration of exempt information and the Communications Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

NONE

7. PRESS, MEDIA & COMMUNICATIONS POLICY

The meeting undertook the annual review of the Press, Media & Communications Policy. Following a discussion it was agreed that the majority of the policy was still consistent with the aims of the Council apart from the conflicts between Paras 4.1 & 8.1. These paras to be amended to remove any reference to the Chairman of the Council and replace with the Chair of Communications as the lead Media & Press Councillor. To be substituted by the Vice Chair of the Committee as the second Media & Press Officer, both to act with consultation with the Clerk

**Proposed: Councillor S McDermott
Vote: Agreed**

Seconded: Councillor C Armagan

RESOLVED – to recommend to the Full Council that the revised Press, Media & Communications Policy be adopted subject to the changes in Paras 4.1 & 8.1 in regard to any reference to the Chairman of the Council be removed and substituted by the Chair of Communications Committee being made

8. HAYDON WICK LIVING

The Chair informed the meeting that following the issues which arose over the publication of the Summer Edition of the magazine a review of the process of creating the magazine was required. It was proposed to put in place an editorial group to share the responsibility of the magazine from start to finish. A proposed Magazine Production process was presented by Councillor S McDermott for the discussion. This document set out a framework which would assist in the compilation of the magazine. In addition two other documents were put before the meeting, one which listed the draft timeline for the Winter Edition and the second which showed a list of regular articles. These were discussed and agreed. The initial membership of the Editorial Group will be Councillors S McDermott, M Whelan, D Bower, D Rodgers C Armagan and S Callen. To assist the Group in creating the magazine it was agreed to purchase of Adobe Acrobat DC Pro.

Consideration was given as to the method of delivery, the use of static dispensers in various establishments around the Parish and the method for maintaining these dispensers. It was agreed to retain the services of the company who delivered the magazine and to review the list of 18 existing locations and the proposed 6 new sites.

Proposed: Councillor M Whelan
Vote: Agreed

Seconded: Councillor L Brown

RESOLVED – to form an Editorial Group for all future editions of the magazine using the Magazine Production process document, to agree to the purchase of Adobe Acrobat DC Pro or other suitable software, for the Group to finalise the magazine format, to retain the existing delivery company, to review the locations used as static distribution points and to utilize the staff to maintain these sites

9. TERMS OF REFERENCE

The Chair advised the Committee of the need to review all Committee Terms of Reference which following approval from this Committee would be presented for adoption via the Policy & Finance Committee. Having considered the existing terms of reference for the Communications Committee and the changes proposed by the Clerk the meeting agreed to recommend the amended terms of reference to the Policy & Finance Committee and then to the Full Council.

Proposed: Councillor J Fuller
Vote: Agreed

Seconded: Councillor M Whelan

RESOLVED – that the amended Terms of Reference be approved and submitted to Policy & Finance Committee

10. ARRANGEMENTS FOR NORTH SWINDON FUN DAY

Councillors were asked to nominate what times they could attend the event and be present at the stand to meet and greet residents. The following attendees agreed to be present on the day Councillors S McDermott, P Booth, E Baker-Lee and C Armagan.

11. COUNCILLOR REPORTS

Councillor C Armagan

Met with Ida Coombes (Hreod and Moredon Schools) to arrange meeting in September to discuss involvement in Youth Council. Further update to be given to the Policy & Finance Committee meeting in August

12. ITEMS FOR NEXT AGENDA

Map of Parish
Engaging local charities

16. EXEMPT ITEMS

In view of the confidential nature of the business about to be transacted, the press and public have been excluded during consideration of this item

None

The meeting closed at 9.00 p.m.

Chairman: _____