



Stainland and District Parish Council 1st Events & Communications Committee Meeting Minutes

Wednesday 2nd October 2019 at 6.30pm at Stainland Library

Present:

Cllr Bellenger, Cllr Mullany, Cllr Foster & Cllr Fieldhouse.(minute taker)

Item	Item
19.EC1.1	<p>Election of Chair of the Events & Communications Committee (a) To elect a Chair of the meeting for the purposes of transacting item 1(b) of the agenda. <i>It was resolved that Cllr Fieldhouse would chair the meeting for this purpose.</i> (b) To elect a Chair of the Events & Communications Committee for the 2019/2020 municipal year <i>It was resolved that Cllr Foster would be the Chair of the committee</i></p>
19.EC1.2	<p>Apologies and Reasons for Absence and Lateness To receive apologies and approve any reasons for absence presented to the Council <i>Cllr Lee & Cllr Liddell sent their apologies</i> <i>No apologies were received from Cllr Doherty</i> It was resolved to note all apologies and approve all reasons for absence</p>
19.EC1.3	<p>To accept the minutes of the 1st Communications Committee meeting of Stainland and District Parish Council held on Wednesday 26th September 2018 a) for the Chair to sign & date the previous minutes <i>It was resolved to accept the minutes and they were signed and dated by the Chair</i></p>
19.EC1.4	<p>Public Participation Session <i>No members of the public attended</i></p>
19.EC1.5	<p>To receive Parish Councillors' declarations of interest <i>No declarations of interest were made.</i></p>
19.EC1.6	<p>To agree the format for the Go Local article for the October edition. <i>It was resolved to send individual photos of the Councillors plus a short paragraph to Go Local for printing.</i></p>
19.EC1.7	<p>To ensure the Parish Council meets the Public Sector Bodies (websites & Mobile Applications) Accessibility Regulations 2018. <i>It was resolved to pass this to Cllr Lee to acquire the regulations / standards and to advise the Parish Council and clerk on necessary actions.</i> It was also resolved to acquire model access statement from NALC when it is published in December.</p>

19.EC1.8	To review the draft Terms of Reference for the Committee It was resolved to forward some slight amendments for the Clerk to include prior to the TORs being adopted by the Full Council.
19.EC1.9	To discuss the setting up of dedicated email address for all Parish Councillors <i>It was noted that all councillors email addresses should not be shared accounts or associated with any business interests</i>
19.EC1.10	To discuss changing the website hosting company <i>It was resolved</i> to defer discussion on changing website hosting until Cllr Lee is present
19.EC1.11	To review the access & placement of the Notice Boards within the district. <i>It was resolved</i> to permanently display photos and contact details of councillors in boards at Shaw Park, Mechanics and Sowood Park, <i>Meeting agendas will only be placed in the Mechanics notice board</i> <i>It was resolved</i> to investigate using the phone box in Jagger Green for displaying notices before considering purchasing a notice board
19.EC1.12	To discuss the use of electronic calendars for the Parish Councillors <i>It was resolved</i> to adopt the use of electronic calendars and to request that Cllr Lee set this up with the clerk.
19.EC1.13	To discuss the possibility of moving meeting venues within the Parish <i>It was resolved</i> to approach Holywell Green Reformed Church and Outlane Bowling Club as potential venues for Ordinary Meetings or the Annual Meeting of the Parish Council with the aim of improving accessibility to the Parish Council by residents from all areas of the parish
19.EC1.14	To discuss the production of a leaflet / flyer advising of the Parish Council's powers <i>It was resolved</i> that promotional information could take the form of a double sided post card or flyer with Parish Council contact details, Powers and meeting dates on one side and useful numbers on the other so that residents could keep this as handy reference source <i>Cllr Fieldhouse agreed to research prices and work on a draft with a view to distributing in the New Year possibly by hand or via the Go Local Magazine</i>
19.EC1.15	To discuss the production of a leaflet / flyer for the upcoming skip placement project <i>It was resolved that</i> Cllr Fieldhouse would produce a draft flyer and circulate to councillors before the environmental meeting on the 10th October 2019.
19.EC1.16	To review the website and social media content and use and possible areas for development. <i>It was resolved to</i> defer until Cllr Lee is present and so that accessibility requirements can be considered simultaneously
19.EC1.17	To agree Agenda items for the next meeting <i>To consider obtaining lanyards / name badges / t shirts to help identify Parish councillors at public events.</i> <i>To consider an external sign for the Parish Council to be placed on the library building.</i> <i>To consider compiling a list of possible regular local events and national important dates that the Parish Council could host , promote or support</i>
19.EC1.18	To agree a date and time for the next meeting Thursday 7th November 2019 at 6.30pm at Stainland Library

Meeting closed at 8.35pm