



## Stainland and District Parish Council 10th Communications Committee Minutes

16<sup>th</sup> June 2021

Councillors present: Councillor Lassey Chaired the Meeting. In attendance were Councillor Fieldhouse, Councillor Mullany and Councillor Weeks.

In attendance Parish Clerk  
Laura White-Scott  
Clerk/Responsible Finance Officer

	Item
2021C10.1	<b>Resolved to note there were no apologies</b> for absence or lateness.
2021C10.2	<b>Resolved to note</b> that Councillor Fieldhouse was voted in as Vice Chair. <b>Resolved</b> that Councillor Lassey will invite Councillor James to join the committee.
2021C10.3	<b>Public Participation Session.</b> No members of the public attended.
2021C10.4	<b>Resolved to note no</b> declarations of interest were received.
2021C10.5	<b>Resolved to accept the minutes of the Meeting</b> held on 5 <sup>th</sup> January 2021 (9 <sup>th</sup> Events & Communications Meeting). All <b>in favour</b> .  Cllr Mullany shared an update regarding the boundary walk and defining the parish area. It was discussed that there is potential to hold a family walk lead by Cllr Mullany.  <b>Resolved</b> that Cllr Mullany will create a map diagram and bring to the next meeting.
2021C10.6	<b>Resolved to note</b> that the that the Communications Committee shall meet on the fourth Thursday of each month.  Thursday 22nd July 2021 at 7pm  Thursday 26th August 2021 at 7pm  Thursday 23rd September 2021 at 7pm  Thursday 28 <sup>th</sup> October 2021 at 7pm  Thursday 26th November 2021 at 7pm  December TBC



2021C10.7	<p><b>It was resolved</b> that further consideration is required for this and Cllr Lassey will bring solution to the next meeting.</p> <p>In relation to the budget, it was suggested that in addition to GoLocal the Council should aim to have quarterly updates to the residents of the parish. Taking account of the mapping exercise a budget of around £10,000 for the committee would seem prudent.</p>
2021C10.8	<p><b>Resolved to agree the terms of reference of this committee</b> <b>All present in favour.</b></p>
2021C10.9	<p>It was resolved that the committee's objectives and activities contained within the current Business Plan are as follows, for objective number:</p> <ol style="list-style-type: none"><li>1. For a democratic voice – We need to communicate and let people know what we do and provide a mechanism for them to enter a dialogue with us.</li><li>2. This objective is not particularly relevant to this committee.</li><li>3. This is central to this committee. To work with residents, businesses, service providers and voluntary groups to build a healthy prosperous and sustainable community we firstly need to establish the nature and extent of those groups. This will require a mapping exercise and a strategy of communicating with each of these different stakeholders. Cllr Lassey suggested that we may require a consultant to do this important work.</li><li>4. Promotion of heritage assets will be part of the remit of this committee.</li><li>5. Promotion of sustainability initiatives will be part of the remit of this committee.</li></ol> <p><b>It was resolved</b> that in relation to events, the committee will approach local groups to support them and help facilitate community activity.</p> <p><b>Resolved</b> that Cllr Lassey will review specific objectives for the next meeting.</p>
2021C10.10	<p>Cllr Lassey gave an overview of the new website it was agreed that it is looking very streamlined, modern and transparent.</p> <p>PL, GL &amp; Parish Clerk attended meeting and are confident that the site is nearly ready to publish. Photos are still required for the site.</p> <p><b>It was resolved</b> that all Chairs will be asked to think about the content the wish to be published.</p> <p><b>The website should be ready for WC 21<sup>st</sup> June 2021.</b></p>
2021C10.11	<p><b>Resolved</b> that Cllr Lassey &amp; Cllr Fieldhouse are to agree key points for Golocal (June/July) this will include an update on Stainland Library and the new Parish Clerk.</p>
2021C10.12	<p><b>It was resolved</b> that Office 365 licences for Councillors and Parish Clerk are required and would bring benefit to the council.</p> <p><b>Resolved</b> that Cllr Weeks requested basic training for all on 365.</p> <p><b>Resolved</b> that this committee would make a recommendation for all to have a Microsoft 365 license on monthly subscription as part of the budget already agreed for Website Development.</p>



2021C10.13	<b>Resolved to note</b> there was no other business.
2021C10.14	<b>Date of Next Meeting 22<sup>nd</sup> July 2021 at 7pm.</b>