



Stainland and District Parish Council 11th Communications Committee Minutes

19th August 2021

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

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

	Item
2021C11.1	Resolved to note there were no apologies for absence or lateness.
2021C11.2	Public Participation Session. No members of the public attended.
2021C11.3	Resolved to note no declarations of interest were received.
2021C11.4	Resolved to accept the minutes of the Meeting held on 11 th June 2021 (10 th Events & Communications Meeting). All in favour. Cllr Mullany gave update on action taken from previous meeting. He provided a boundary walk map. It was discussed that Cllr Mullany will return at next meeting with more detail of timings, transport links and possible routes. Resolved to note the dates of next meeting: 16th September 2021 21st October 2021 18th November 2021 16th December 2021 20th January 2022 17th February 2022 17th March 2022 21st April 2022



	<p>19th May 2022</p> <p>16th June 2022</p> <p>21st July 2022</p>
2021C11.5	<p>Resolved to note Cllr Lassey presented objectives & work plans.</p> <p>Resolved that all accepted the document, agreed this is a working document and will review regular basis.</p> <p>Resolved that we need to put together contact list of contacts to help achieve objectives.</p> <p>Resolved that Heritage assets register to be created and create list of natural environmental assets.</p> <p>Resolved that we should Identify events around heritage, assets & biodiversity to create list of events. LF to create list of natural assets, MM to create list of Heritage assets.</p> <p>Communications strategy to be presented to full council.</p>
2021C11.6	<p>Covered in 2021C11.5</p>
2021C11.7	<p>Resolved that website needs plan for updating.</p> <p>Changes can be made by Cllr Lassey & Parish Clerk.</p> <p>Resolved that we wish to have a consistent approach and tone across the website.</p> <p>Resolved that Cllr Lassey to speak with JK Web design to discuss archiving of documents and exporting news items.</p> <p>Cllr Lassey will write up a process for updating website for next meeting.</p>
2021C11.8	<p>Key messages for Go Local</p> <p>Resolved that September Go local message will be decided after this cycle of meeting.</p> <p>Allotments, Phone box, Bridge.</p>
2021C11.9	<p>Resolved to include social media management into work plan.</p> <p>Need policy that has clear ground rules on how it is run.</p>



2021C11.10	Resolved to note there was one item in other business. Resolved that the Clerk to add Memorial service in November to next Full council agenda.
2021C11.11	Date of Next Meeting 16th September 2021 at 7pm.