



Stainland and District Parish Council 17th Communications Committee Minutes - Draft

Minutes of the 27th Communications Committee Meeting of the Stainland and District Parish Council held on **Tuesday 19th April 2022 at 7pm** for the purpose of transacting the following business.

Present at the meeting Cllr Knights, Cllr Mullany, Cllr Booth, Cllr Fieldhouse

Minutes taken by Cllr Fieldhouse

	Item
2022C17.1	Apologies and reasons for absence and lateness Apologies were received from The Clerk
2022C17.2	Public participation session No members of the public attended
2022C17.3	To receive parish councillors' Declarations of Interest No declarations of interest were received
2022C17.4	To accept the minutes of the 16 th Communications Committees held on 17 th March. Accepted
2022C17.5	To review engagement of social media for March- April 22. To decide any scheduled posts for this month on Facebook and the sdpc.uk website. No data for engagement was available. Scheduled posts discussion was discussed as part of next item. Agreed that the next posts for Facebook would be on the theme of the Queens Jubilee and Cllr Knights would co-ordinate with the Clerk to determine what would be posted.
2022C17.6	To discuss the Marketing Strategy The meeting agreed this item should be labelled as a Communications Strategy. The strategy drafted by Cllr Knights and Cllr Liddell's comments was circulated. Some points were noted for amendment and clarification which will be redrafted by Cllr Knights for presentation at the next full council meeting.
2022C17.7	To discuss the Website Development Programme This item couldn't be discussed properly in the Clerks absence. Councillors Agreed to defer until the next Communication Committee meeting.

2022C17.8	To discuss website maintenance and agree the forward development programme for the website. This is to include considering arrangements for updating the website Cllr Knights to contact the Clerk for clarification and to discuss any required action and put on next agenda.
2022C17.9	To agree key messages for go local's May's edition. To resolve who will produce the article, what the content will be and the date of submission. Agreed that an item relating local community events for the Queen's Jubilee celebrations as the topic. Cllr Knights would gather information from local groups – Craft groups WI, Schools and sporting clubs etc for information to include. The item would also mention the Jubilee Orchard and promote the idea of residents sponsoring trees by encouraging them to register and interest with the clerk or chair of the Environment Committee.
2022C17.10	To review the revised business plan and agree tasks left for the committee to complete. Agreed this has already been approved by full council and there is no need for any further action
2022C17.11	To discuss the Promotion of the revised business plan for public comment This has already been completed Agreed to remove from the agenda until next review.
2022C17.12	To discuss Jubilee commemoration event planning. Agreed that the council would not be organising its own event but will support and promote other local events.
2022C17.13	Agenda Items for the Next Meeting Cllr Knights suggested the classification of emails to have titles ACTION and INFORMATION Stainland Conservation Area Leaflet update - item for the Planning Committee. Maintenance of Graveyards using Community Payback Teams - item for the Environment Committee.
2022C17.14	Date of next meeting: Tuesday 17th May NB Earlier time 6.30pm