



**Stainland and District Parish Council
18th Communications Committee
DRAFT MINUTES**

17TH May 2022

Meeting Chaired by Councillor Knights
In attendance Councillor Fieldhouse, Councillor Lyness-Brown, Councillor Mullany.

Minutes taken by Laura White-Scott (Clerk)

	Item
2022C18.1	No apologies received.
2022C18.2	No members of the public attended for the participation session
2022C18.3	No Declarations of Interest received.
2022C18.4	Resolved to accept the minutes of the 17 th Communications Committees held on 19 th April 2022.
2022C18.5	<p>Resolved that social media engagement for April-May 22 was very positive.</p> <p>It was noted that there was several FAQ's that appear on the Facebook page. Resolved that we will create a document/website page for these to answer these questions.</p> <p>It was resolved that the scheduled posts for this month on Facebook and the sdpc.uk website will be based on the Jubilee.</p>
2022C18.6	<p>Discussions took place around the Communications Strategy.</p> <p>It was resolved that responsibility for posts will now be shared with JK and the Clerk will share login details with JK for both to upload content to website and Facebook.</p> <p>ALB shared the details of a software called RECITE- which makes the website more usable. For visually impaired users.</p> <p>JK presented the communications strategy, amendments will be made following discussions and presented at next meeting.</p> <p>Resolved that JK to look at joining more groups on Facebook to share future posts.</p> <p>Resolved that the Parish Clerk to sign up to Instagram.</p> <p>Themes for press releases (Go Local & Newsletters) through a rolling year was discussed It was resolved that Go local article will be ready for next week in the July edition. JK to produce this article and send to Go Local.</p>

	<p>It was noted that for September we will only produce a go local article and produce a newsletter for October.</p> <p>It was noted that the new noticeboard is now open at Westgate.</p> <p>Discussions took place around potentially moving the location of full council/annual meetings around the Parish, resolved that this will be taken to full council for consideration.</p> <p>MM suggested moving the winter plan from January to November on communications strategy.</p> <p>JK to discuss version control of document with LW</p>
2022C18.7	<p>It was noted that we will suggest to The Asset management committee that we suggest that we rename the building and then hold the charity as Stainland & District community charity.</p> <p>Suggested we name of the building a vote from members of the community and choose it on the day. This could be run via Facebook, our website, to be discussed at full council.</p>
2022C18.8	<p>MM presented a draft letter to be sent out to the parish regarding the Stainland Conservation Area awareness documents.</p> <p>LF suggested changes to be made to the letter regarding plastic windows, doors, balconies, fencing and suggestions on how we can preserve our heritage village feel. MM will bring back letter with amendments.</p> <p>LW to get quote for 1100 sheets printed 2 doubles sided for 550 houses. Get quote from printers and for ink to use clerk's printer.</p>
2022C18.9	<p>To discuss the website development</p> <p>LW to set up a meeting to review the website – all councillors invited to attend or give feedback. LW to send out invite and ask Chairs for updates on their website page.</p> <p>LW to ask JKE for figures on website visits.</p>
2022C18.10	<p>Items for next meeting are to be sent to Parish clerk before next meeting.</p>
2022C18.11	<p>Date of next meeting: 6th June 2022 6.30pm</p>