

RIPPONDEN PARISH COUNCIL

Communication Committee Meeting held on Tuesday 17th July 2018 at 8.00pm

The Clerk welcomed Cllrs to the meeting.

Present:- Cllr Hunt, Cllr Johnson, Cllr Moran, Cllr S Russell,

1. To elect a Chairman for 2018/2019

CC2019-01 Resolved in a motion by Cllr Moran and seconded by Cllr Russell that Cllr Hunt is elected as Chairman for 2018/2019.

2. To receive apologies for absence and lateness

Absence – Cllr Robins

3. To review the Terms of reference of the Communication Committee

CC2019-02 Resolved in a motion by Cllr Russell and seconded by Cllr Moran that the Terms of Reference of the Communication Committee are:

- i. To promote and market the Parish Council; whilst engaging with all sections of the community.
- ii. To manage the Parish Council's window displays; website; social media; newsletters; annual report and other communications for approval by the Council.

Concerns were raised about the size of the Committee bearing in mind the workload. It was felt that this should be raised at the next Full Council meeting, with a request for more assistance and volunteers for additional Committee members.

4. To approve the Minutes of the meeting held on Tuesday 10th April 2018

The minutes could not be approved as there were insufficient Cllrs present who had attended the previous meeting. Cllr Moran, having attended the previous meeting, signed off the minutes as being correct.

5. Matters arising from the last meeting

None

6. To review the quarterly budget and spending for the Committee

The Clerk provided details of the budget/actual expenditure as at 12th July 2018 for the Committee to review. She reported that the Annual Report had been paid for through a credit note given by Simprint for the error in printing for the previous Newsletter. Distribution costs for delivery with Go Local had been £120.

7. Autumn/Winter Newsletter

The meeting discussed the timings for the newsletter and was agreed that due to the requirement to issue the Commemoration Booklet at the latest in November there would not be sufficient space with Go Local for two inserts. As such the Newsletter will be scheduled for the February 2019 Go Local distribution and would need to go to Full Council by mid-December. The Clerk was asked to check availability with Go Local.

Suggested articles were – the new Councillor, WW1 Commemoration & Remembrance Sunday, CCTV update, Christmas Lights Switch on, Good Citizen Award, Neighbourhood Plan update, Michaelmas Show winners and an around the village feature. Cllr Moran and Cllr Russell agreed to

split the articles and provide the text for inclusion in the Newsletter. Cllr Johnson was asked to write about the CCTV. The Clerk was asked to speak with Cllr Potts to see if he would be able to put together the Newsletter in publisher.

8. Press Releases

Cllr Russell agreed to write the draft press release on the good Citizens Award for the September issue of Go Local which needed to go for Full Council Approval on 9th August.

Cllr Moran agreed to write the draft press release on Remembrance Sunday for the October Go Local.

Both drafts will be circulated to Committee members for comment prior to Full Council approval.

9. Office Window

It was agreed that St Bartholomew's Church should have the window once again 3rd to 13th September.

It was also agreed that the Michaelmas Show Trophies would be displayed with a poster 13th September to 23rd September.

10. Good Citizens Award

The Clerk advised that one Nomination had been received so far.

Ideas for a window display were discussed. Cllr Russell and Cllr Moran will organise this.

11. To receive an update on the Commemoration booklet

Cllr Moran advised that due to work commitments Cllr McCarley had been unable to attend the meeting for this item.

Cllr Russell provided an update on what information had been collated so far. Cllr Johnson volunteered to assist where possible and also advised that Mrs Johnson would be happy to proof read and assist with research. Cllr Johnson also agreed to approach Liz at wordup design to obtain costings for the graphic design.

It was agreed that the sub-committee should meet as soon as possible to progress and the date was set as Tuesday 7th August at 10.00am. Cllr Moran advised that she would let Cllr McCarley know.

12. To approve any spending from the Communication Committee

None

13. Date of next meeting

It was agreed that this should be arranged at a later date.

The meeting closed at 9.10pm