



## COLWICH PARISH COUNCIL

### **MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING HELD ON THURSDAY 23<sup>RD</sup> JANUARY 2020 AT THE PARISH CENTRE, ST. MARY'S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:30PM.**

**PRESENT** (For all or part of the meeting): Cllr Bloor (Chairman); Cllr Wells (Vice Chairman); Cllr Dunn; Cllr Rattray and Cllr Roberts.

**IN ATTENDANCE:** Michael Lennon (Parish Clerk).

**PUBLIC PARTICIPATION:** No members of the public were present.

#### **Item Ref**

#### **MINUTES**

**1/20N** There were no **RECEIVE APOLOGIES**

**2/20N** There were no **DECLARATIONS OF INTEREST**

**3/20N** There were no **WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011.**

**4/20N** **THE MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING HELD ON 5<sup>TH</sup> DECEMBER 2019.**

The Clerk recommended to defer consideration as the minutes had disappeared from the website and so could not be deemed to have been published 24 hours prior to the meeting.

**9/20N** **TIMELINES FOR 2020 NEWSLETTERS.**

The Chairman agreed to move this item forward as it would inform item 5/20N  
**RESOLVED** that the Clerk produces a timeline for 2020 showing the expected distribution date, date at which the draft will be "signed off" including the additional Communications meeting in December as the Full Council meeting is too late in the month to meet a distribution date before Christmas; date when the agenda will be published and the date by which articles need to be received by the Clerk.

Cllr Rattray agreed to analyse back copies of the Newsletters to establish a "pool" of articles.

**5/20N** **ARTICLES AND INSERTS FOR THE SPRING 2020 NEWSLETTER**

**RESOLVED** that the following be included:

Competition winners	Clerk
2020 lights plus feedback	Cllr Bloor
Chairman's report	Cllr Wells
VE Day	Cllr Wells
Precept	RFO/Finance Officer
Twinning	Cllr Bloor

**Members:** Cllr Bloor [Chair]; Cllr Wells [Vice Chair]; Cllr Dunn; Cllr Rattray and Cllr Roberts.

JPF	Cllr Dunn
Upcoming Events	Deputy Clerk
Lengthsmen 3-month work programme	Lengthsmen
Local Plan	Cllr Dunn/Cllr Wells

### **DEADLINES**

Articles to Clerk	21 <sup>st</sup> February 2020
Meeting Agenda published	28 <sup>th</sup> February 2020
Meeting (Full Council)	5 <sup>th</sup> March 2020
Draft sent to Benhill Press	6 <sup>th</sup> March 2020
Distribution commences	16 <sup>th</sup> March 2020.

#### **6/20N ANALYTICS FOR THE WEBSITE.**

RESOLVED to request the Deputy Clerk to distribute the analytics of the website usage to all Cllrs with a standing item for future meetings for the Committee to consider this information.

#### **7/20N STRUCTURED PROCESSES/TIMESCALES ETC. FOR PROVIDING FEEDBACK.**

RESOLVED to develop a FAQ page for the website.

#### **8/20N USE OF DEMOGRAPHICS IN COUNCIL DECISION MAKING.**

RESOLVED to add a link to the national census to the website and that Cllrs should be aware of this information, where appropriate, in drafting agenda items.

#### **10/20N LINKS WITH COMMUNITY ASSOCIATIONS AND IDENTIFY COUNCILLORS ABLE TO TAKE ON THE ROLE OF ESTABLISHING THESE.**

Cllr Bloor spoke to this item mentioned that this was established previously but that only a limited number of links had been made. RESOLVED that this item be referred to Full Council to encourage all Cllrs to make an appropriate link.

RESOLVED that the reference to “Surgeries” be amended in the policy document.

#### **11/20N DATE OF NEXT MEETING to be 16<sup>th</sup> April 2020.**

Meeting closed at 9:30pm.