

Communications Group Agenda 29th April 2020 – 7.00PM Virtual meeting rescheduled from 12th March)

Attendees Cllrs Paddy Riordan (Chair), Zara Rawlinson, David George, Jose Castro & Incoming Parish Clerk Nicola Ideson.

1. Apologies – Peter Spearink

2. Approval of Notes of meeting of 13/02/20 (sent by email on 17/02/20) –

APPROVED

3. Councillor Declarations NONE

3.1. Declarations of interest NONE

3.2. Granting of dispensation NONE

4. PC Emails Update (PR)

PR explained Cllrs are still not responding efficiently to Office emails
ACTION REQUIRED – PR to raise issue at next Full Council meeting

5. Village update for February – Note (PR)

Road safety article was missed!!! (PR)

PR Explained that he had not provided the Speed watch article for inclusion in the last Village update magazine due to his own clerical error and the article was subsequently missed out. PR had apologised to the speed watch team.

ACTION REQUIRED – Closer scrutiny

6. Discussion for topics at Annual Parish Meeting Display (30th March) Update and continuation from previous meeting (PR)

Notes from previous meeting.

Discussions/Suggested format

Chairman PR to host event Brief attendees on PC work this year and current projects

Verbal presentations from Cllrs Hotson, Perry & Brice

Projector Display (JC)

All relevant PC sub groups to provide a representative to answer any relative questions from members of the public.

PR to liaise with Clerk to contact Village groups and invite them to attend and provide a stall if they wish. (Contact details)? Invitations to be sent out & request responses by (end Feb this could possibly extended to 7th March) Note from Cllr Spearink “Tracy from Woodside to take a stall”

PR explained that the Annual meeting had been cancelled due to COVID-19 and relevant action would still be required when a new date is scheduled. JC & ZR suggested to a power point presentation.

ACTION REQUIRED – JC & ZR to engage with relevant council & community groups to provide power point presentation. Existing action was still to be implemented.

7. Village Fete Display (27th June) – Update

Displays from PC 125, VE75, Greener Group, Jubilee Field

PR explained that the Village Fete had been cancelled due to COVID-19 and relevant action would still be required when a new date is scheduled.

ACTION REQUIRED – See above

8. Annual Report - Follow up all Councillors to complete their Write up as the Template provided.
Request all Councillors supply Bio/report on Template from Cllr Walsh by 6th April

PR Explained that some items were still required. He had liaised with the office as assistance would be required due to Cllr Walsh's resignation.

ACTION REQUIRED – PR to liaise with Jean & relevant Councillors to get outstanding bio's/articles. ZR to check on relevant information to be able to put together the required work for the next Village update magazine.

9. Update on logo

JC had liaised with several Councillors, a logo had been chosen, he will (with the help of his sons) adjust it and bring the draft design back to the comms group. **Update and choice of Logo (JC)**

PR Explained that from several designs provided by JC's sons a favourite had been chosen.

ACTION REQUIRED – Comms group to recommend to Full Council that the logo is adopted and used on relevant paperwork, signage and displays. JC to provide the final design. A colour copy should be provided to all Cllrs for the next Full Council meeting

10. Microphone system for Full Council Meetings (PR)

PR explained that he had had a brief email discussion with the existing Clerk about possibly acquiring a microphone system for full council/planning meetings held in the South hall to assist with acoustics.

ACTION REQUIRED – PR to follow up on the initial discussions and to check if one was available from the Village Centre trustees.

11. Wikipedia – Potential use of site and update <https://en.wikipedia.org/wiki/Staplehurst>
(Info from Clerk on Parish Office update email of 05/03/20)

A discussion took place about the possible updating and improvement of the Wikipedia article on Staplehurst. It was suggested that engagement with historical group and additional information could vastly improve the present article & JC suggested translating the article into different languages.

ACTION REQUIRED – JC to follow up on discussion items.

12. AOB

NI gave interesting information on how PC media items would need to be available to residents/visitors with disabilities. The group took note and agreed to take this requirement into future media items.

Addendum: **ACTION ITEM**

The group had consulted prior to virtual meetings and had agreed to request that Councillor attendance records were included in the Annual Report. This is in-line with the Borough Council and other councils and it is considered important to be open and transparent, particularly in light of last year's election.

13. Next meeting date – To be confirmed