

## SHAVINGTON-CUM-GRESTY PARISH COUNCIL

### MINUTES OF A MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON 12 APRIL 2017 IN THE VILLAGE HALL, SHAVINGTON

**PRESENT:** Councillor B Gibbs Chairman  
Councillor W Cooper  
Councillor M Ferguson  
Councillor K Gibbs

**IN ATTENDANCE:** Craig Willetts – Website Manager

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#### 44 DECLARATIONS OF INTEREST

Members were invited to make any declarations of interest. The Clerk could offer advice but the decision to declare, or not, was for the parish councillor to decide based on the particular circumstances.

No declarations were made.

#### 45 MINUTES – 18 JANUARY 2017

**RESOLVED:** That the Minutes of the meeting held on 18 January 2017 be approved as a correct record.

#### 46 NEW STATIONERY

At its meeting held on 1 March 2017, the Parish Council considered newly-designed stationery. Members had commented on the stationery and asked the Committee to re-consider the design; in particular, the size of the triangles were considered to be too large on both the letter-headed paper and the compliments slip, and the Coat of Arms was not proportionate to the remainder of the design and required enlarging.

The Committee considered the comments made by Members, but remained of the view that the design was satisfactory as it stood. However, a review could be undertaken in a few months, to address any problems which might emerge.

The following changes were agreed:

- Page 2 of the letterhead to be a blank page.
- The compliments slip required the following additional text –  
To:  
Invoice No.  
Date:

**RESOLVED:** That, notwithstanding comments made by the Parish Council, the design of the letter-headed paper and compliments slip remain as presented.

#### 47 SOCIAL MEDIA/WEBSITE

The Facebook page was becoming a community hub, with many contributors.

The content of the current website was expected to be transferred to the new website in the next few months and Craig Willetts would assist in this process.

#### 48 ELECTRONIC PLANNER

The Committee would need to consider a schedule/calendar of parish events to ensure that they were publicised in a timely manner.

The Clerk was asked to prepare a list of organisations in the parish and write to each requesting details of their events held throughout the year.

**49 ANNUAL REPORT/NEWSLETTER**

The Clerk had been unable to produce a draft Annual Report for consideration by the Committee. The finalised report would be required for tabling at the Annual Parish Meeting and Annual Council Meeting on 3 May 2017.

Brave Little Tank would be re-designing the Annual Report which would represent the first of the quarterly newsletters to be issued under the new brand guidelines. It was intended that the newsletter would be an 8-page publication to include photographs and information about the new website and an explanation of how local groups could use it for their own purposes.

The newsletter would be available for 3 May 2017 and delivery to each household in the parish would take place by 1 June 2017. Thereafter, newsletters would be delivered on 1 September, 1 December and 1 March 2018 to complete the year's cycle.

The Clerk was asked to seek a quotation from Brave Little Tank for the design of the newsletter, as a matter of urgency, to enable the document to be available for the Annual Meetings.

**RESOLVED:** (a) That Brave Little Tank be asked to quote for the design of the Annual Report; and

(b) That in the event of the quotation being less than £500, the quotation be accepted, in accordance with Regulation 4.1 of the Financial Regulations.

**50 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That in accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following items owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

**51 WI-FI – VILLAGE HALL**

As reported previously, the Clerk had contacted a total of four companies inviting them to quote for the work required in the Village Hall as part of the Wi-Fi project. Only one had made a site visit and submitted a quotation.

The Clerk was asked to follow-up with the contractors with the aim of submitting quotations to an early meeting of the Committee.

**52 DATE OF NEXT MEETING**

Tuesday, 16 May 2017<sup>1</sup>

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<sup>1</sup> Subsequently cancelled and being re-arranged.