

SHAVINGTON-CUM-GRESTY PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON 21 JUNE 2017 IN THE VILLAGE HALL, SHAVINGTON

PRESENT: Councillor B Gibbs Chairman
Councillor M Ferguson
Councillor K Gibbs

APOLOGIES: Councillor W Cooper

67 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 circumstances.

Councillor B Gibbs declared an interest in Minute No. 73 on the basis that he was a part-time employee at Wychwood Conference Centre.

No other declarations were made.

68 MINUTES

RESOLVED: That the Minutes of the meeting held on 17 May 2017 be approved as a correct record.

69 CO-OPTION OF NON-PARISH COUNCIL MEMBER

The Committee was invited to co-opt Craig Willetts as a non-Parish Council member of the Committee.

RESOLVED: That Craig Willetts be co-opted onto the Communications Committee as a non-Parish Council Member, with immediate effect.

70 ACTIONS FROM THE PREVIOUS MEETING

Members reviewed actions agreed at the previous meeting.

- The website was now live. Past agendas had been loaded onto GitHub.
- The Clerk to write to all community organisations informing them of the new website details and inviting contributions for uploading.

A list of many of the village's organisations had been provided to the Clerk. Councillor B Gibbs would provide the technical content which explained how the new website would operate.

- In addition to preparing agendas and minutes for the main website, the Clerk to prepare the same documents using 'Medium' (an on-line consumer-friendly publishing platform which would reach more people).

The Clerk had received 'training' in the use of Medium, but had not yet used it for the minutes.

- Set up SLACK for use by Committee Members. This was now operational.
- Invite the Village Hall Management Committee to provide information about the hall for the website.

The Committee had not met since the last meeting of this Committee and, at present, there were no items which required a meeting to be arranged.

Members agreed that the Village Hall Management Committee should be asked if it wished to upload its own information onto the website, to comprise the following, or if the Communications Committee should carry this out on its behalf.

- Calendar of activities in the hall.
- Facilities offered, eg rooms, cutlery.
- Photos of the inside of the hall

The information was required by the end of July. The Clerk would ask the Committee if it wished to hold a meeting to discuss these matters.

71 NEWSLETTER – ISSUE 2 (TO BE DELIVERED BY 1 SEPTEMBER 2017)

Members considered the content and distribution of the next newsletter which was due for issue by 1 September 2017. The following items were agreed for inclusion. All information would need to be finalised by the end of July:

- Include a contents page.
- List of village events leading up to Christmas, including, but not limited to the following:
 - Halloween
 - Bonfire Night
 - Best Dressed House at Christmas.
The Environment Committee would be asked for judging dates and the criteria to be adopted for judging.
- An advertisement would be placed on Facebook (at a cost of £20) inviting community groups to provide information about their forthcoming events/activities.
- Questionnaire for residents to complete regarding the continued funding of the PCSO service. This would also include photographs of the two PCSOs and PC Ollie Cross.
- Brief report on the Parish Council's key decisions made in the previous three months.
- Information to show residents that the Parish Council is responsible for the following only:
 - The Village Hall
 - The Allotments site on Gresty Lane. As there was one vacant plot remaining, this could be advertised.
 - Vine Tree play area.
- Clean Team – photographs and information about the team.
- Village Hall – reference the upgrading work due to be carried out and the proposed installation of Wi-Fi.
- Planning Application details with application No., address of the application site and an invitation to 'follow us online'.

The Clerk had contacted local photographer, Nicola Cooper and was awaiting a response. She would be asked to quote for providing photographs showing Shavington through the seasons, either on a cost per photograph basis, or the number of days each season.

72 WEBSITE CONTENT/MIGRATION PROCESS AND 'GO LIVE' STRATEGY

Members reviewed progress on the migration of data from the current website to the new website.

It was agreed, provisionally, that in two months, the current website would be de-commissioned. This would be discussed further at the August meeting, to ensure that all necessary information had migrated to the new website. At that time, it would be possible to make a decision to de-commission the current website.

Arising out of discussion of the documents which were legally required for uploading, the Clerk was asked to include an item on the agenda for the next Parish Council meeting: Transparency Code for Smaller Authorities.

The Clerk was asked to forward all new planning applications from Cheshire East Council, to Councillor M Ferguson who would be responsible for adding these to the new website.

73 RECORDING OF MEETINGS

Members considered consider arrangements for recording a Committee meeting, in preparation for live recording of Parish Council meetings.

The Clerk was asked to contact Wychwood Conference Centre to enquire into the cost of holding a meeting on 19 July in the evening, for two hours for approximately 15 people. Dependent on the cost, an item would be placed on the Parish Council agenda for 5 July, inviting Members to suggest alternative venues which had a Wi-Fi facility.

Craig Willetts undertook to investigate options for recording a meeting and the type of equipment required.

74 WI-FI IN THE VILLAGE HALL

Members briefly discussed options for the provision of Wi-Fi in the Village Hall. At the previous meeting, Members had referred to the possibility of Cloud technology.

Enquiries would be made of O₂ and the Clerk would report to the next meeting.

75 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 item owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

76 WEBSITE SUPPORT

The Committee considered arrangements for continued website support. Following a detailed discussion, it was agreed to recommend the following to the Parish Council.

- The fee for monthly support should be increased to £80.00 per month, with immediate effect, based on approximately four hours of work per month (hourly rate of £20). This was for the migration of data from the current website to the new website.
- The reasons for recommending this were agreed and would be included in a report to the Council.
- The situation would be reviewed in three months to establish how many hours of work would be involved in supporting the new website.

77 DATE OF NEXT MEETING

26 July 2017

The meeting commenced at 7.15 pm and concluded at 9.40 pm