



A meeting of the **Communications Committee** will be held on
Tuesday, 30 October 2018
in **Shavington Village Hall, Shavington at 8.00 pm**

To: Members of the Committee
Councillors M Andrews, B Gibbs (Chairman), M Ferguson and K Gibbs

Judith McIntyre (Non-Parish Council Member)

Date of issue: 23 October 2018

A G E N D A

1 APOLOGIES

2 DECLARATION OF INTERESTS

Members to declare any disclosable pecuniary interest or non-pecuniary interest which they have in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item.

3 MINUTES

To approve as a correct record the Minutes of the Meeting held on 12 September 2018.

4 CO-OPTION

There is one vacancy remaining and at the time of publication of the agenda, no nominations have been received.

5 NEWSLETTER

5.1 Future Arrangements

The work involved in preparation of the newsletter is significant and up to now, the Chairman has taken on the responsibility for collating this information. He indicated at the last meeting that he is no longer able to do this and has expressed a view that this role should be passed to the Clerk, taking effect from the next newsletter which is to be distributed by 1 December 2018.

The workload involved is approximately 40 hours over a period of a few weeks; however, the Clerk has no capacity to absorb an additional 40 hours of work, albeit that it will be spread over several weeks.

The Committee is invited to consider future arrangements which might be to engage the services of Brave Little Tank and/or reduce the content of each newsletter.

5.2 Edition due to be issued 1 December 2018

To finalise articles for the next newsletter. Members are asked to refer to the Minutes of the meeting held on 12 September 2018.

5.3 Distribution of Newsletter

To consider quotations for distribution of the Parish newsletter. The Clerk will provide quotations.

6 'CAROLS AT CHRISTMAS' – SUNDAY, 23 DECEMBER 2018

To consider detailed arrangements for the 'Carols at Christmas' event to be held on Sunday, 23 December 2018. Members are asked to refer to the Minutes of the meeting held on 12 September 2018.

Joan Wearne has confirmed that approximately six members of Crewe Brass Band will be able to play to accompany the Carols.

Does the Committee wish to review the Victorian theme? At the Parish Council meeting held on 3 October 2018, this did not appear to find favour with Members.

7 VILLAGE HALL PROMOTION

To review arrangements in respect of the Village Hall:

- Village Hall bookings are to be taken over by Councillor Emma Clayton. Councillor McIntyre aims to have completed all the paperwork for the hand-over by 1 November 2018.
- Telephone bookings: To consider arrangements for telephone bookings to be routed through the (01270) 26 26 36 telephone number with an option for callers either to speak to the Clerk or speak to Councillor Clayton, or leave a message.

The booking form shows Councillor Clayton's address for posting of cheques, but currently has the 26 26 36 phone number for enquiries. Until arrangements for diverting calls are put in place, these will come through to the Clerk.

- Opening and closing the hall for occasional clients. It has been suggested that keys to the hall be provided in a key safe on the outside wall of the hall and the code will be provided for access.

As there will be nobody assigned to show clients around the Village Hall, it might be useful to have a checklist to send to each client when they make a booking. A draft is enclosed for consideration.

A CCTV camera can be purchased to monitor all three doors; in this way, it will be possible to see if unauthorised persons are accessing the key safe.

Whatever arrangements are agreed, these need to be implemented as a matter of some urgency,

- Deposit of Payments for Bookings. At present, many of the clients pay in cash or by cheque and this requires someone to visit the Co-op Bank in Crewe to deposit receipts. Cheques can be posted, but cash must be delivered to the bank in person. At present, there is no-one available to do this.

It is suggested that in the longer term, as with many other organisations, clients be required to pay electronically, but in exceptional circumstances, cheques could be accepted.

8

- Booking Form: The booking form on-line is in pdf and Word format, but at some stage, will need to be electronically enabled so that clients can complete the forms on-line and submit as one process, without the need to submit by e-mail to Councillor Clayton.

8 CHRISTMAS DECORATIONS

At the meeting held on 3 October 2018, the Parish Council allocated a budget of £500 - £1,000 for the purchase of Christmas decorations, with a suggestion that the Members of the Village Hall Committee (VHC) arrange to purchase them.

The Clerk has contacted the VHC Members and will report to the meeting.

9 COMMUNICATIONS PROJECT PLAN

To give initial consideration to the preparation of a three-year plan of activity for the Communications Committee.

10 DATE OF NEXT MEETING

To agree a date for the next meeting.