



A meeting of the **Communications Committee** will be held on

Wednesday, 12 September 2018

in Shavington Village Hall, Shavington at 7.15 pm

(or on the later rising of the Extra-ordinary Parish Council Meeting)

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

Date of issue: 7 September 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 correct records the Minutes of the Meetings held on 6 July 2018 and 24 July 2018.

4 CO-OPTION

There are vacancies for two non-Parish Council members on the Committee and these are to be appointed in accordance with the Co-option Procedure approved at the meeting held on 1 August 2018.

There is only one nomination at this time, and that is in respect of Judith McIntyre of the Woodnoth-cum-Gresty WI.

Mrs McIntyre will address the Committee following which a vote will be taken.


With regard to the second vacancy, Members are invited to make nominations which can be considered at the next meeting.


5 'CAROLS AT CHRISTMAS'


The Committee is invited to consider if a community event should be arranged later in the year; possibly a 'Carols at Christmas' event, as a means of engaging more with the community.

6 VILLAGE HALL PROMOTION

The start date for the new pricing to be introduced is 1 October 2018. At the time of publication of the agenda, it is expected that all the additional work in the Village Hall will be completed by the end of September.

At the previous meeting, Members discussed revisions to the booking form, which needs to be electronically enabled so that clients can complete on-line. A copy of the revised document is enclosed; this can be used by clients wishing to make one-off bookings or regular bookings. 

The current hire agreement requires significant amendment. A copy is enclosed and has been annotated by the Clerk to show where she believes there are flaws. 

Enclosed is a separate document entitled 'Basis of New Hire Agreement'. This is more comprehensive than the current document and was drawn up by a solicitor. 

7 VILLAGE HALL – OFFICIAL OPENING

The Committee is invited to consider if an official opening event should be arranged, and if so, what type.

8 ADVERTISING POLICY – NOTICE-BOARDS AND SHAVINGTONONLINE

Following feedback received on-line through the various Shavington social media platforms, the Committee is invited to review the current position in respect of advertising on the website and social media platforms, and in the newsletter and notice-boards.

The Committee might wish to introduce a formal policy applying to all Parish Council assets.

Following feedback received on-line through the various Shavington social media platforms, the Communications Committee, at its meeting to be held on 12 September 2018, will be reviewing the current position in respect of advertising on the website and social media platforms, and in the newsletter and notice-boards.

It is expected that a formal policy will be developed to streamline all Parish Council-owned assets which can be used for advertising. This will be submitted to the Parish Council in due course.

9 SHAVINGTONONLINE FACEBOOK GROUP

It has become difficult for the councillor who currently manages the Shavingtononline Facebook Group, to continue with this alongside his other commitments.

At the meeting held on 5 September, the Parish Council was asked if there was another parish councillor (or councillors) who was able to take on this additional responsibility. There were no volunteers.

The Committee is invited to consider if this group should remain operational, or closed.

10 NEWSLETTER – FOR ISSUE PRIOR TO 1 SEPTEMBER 2018

10.1 Articles

The Committee is invited to give consideration to articles for inclusion in the next newsletter which is due for delivery prior to 1 December 2018.

The following are the standard items:

- Parish Council 'snippets' for September, October, November
- Planning applications – Parish Council observations
- Shavington Clean Team.

- Allotment plots. Although this features in each issue, there are currently no plots available and there is a waiting list with one resident on it. The Clerk's view is that this raises residents' expectations that they will be able to book a plot. Since the latest issue was distributed, the Clerk has received one enquiry. It is suggested that this be omitted from the next edition and the position be reviewed in 2019.

Additional articles:

- Village Hall – promotional pricing - update
- Report on Neighbourhood Plan – there might be progress to report following the appointment of Cheshire Community Action which will be carrying out much of the work towards completion of the Plan.
- Up-date on Recreation Committee's activities.
- Report on the success of the WWI Centenary.

10.2 Distribution of Newsletter

Problems have recently been experienced with distribution of the newsletter; several residents have reported non-delivery.

At the last meeting, the Clerk was asked to carry out research into other companies which provide a distribution service. Details will be submitted to the meeting.

11 CHARGES FOR PHOTOGRAPHS

At the last meeting, it was reported that Nicola Cooper had recommended a charge of £2.00 per image. No decision was taken, and Members agreed to discuss this further at this meeting.

12 DATA PROTECTION

Arising out of the meeting held on 6 July 2018, there is a requirement for the Committee to consider a draft Security Incident Response Policy and Breach Response Plan and a Cyber Security Policy.

The Clerk will aim to provide draft documents to the next meeting.

13 DATE OF NEXT MEETING

To agree a date for the next meeting.