

## TIBBERTON PARISH COUNCIL

### MINUTES OF THE COMMUNICATIONS and PR COMMITTEE MEETING

THURSDAY 27<sup>th</sup> JULY 2023, 6PM

at TIBBERTON PARISH HALL, PLOUGH ROAD, WR9 7NQ.

**Committee Members present:** Cllr Sarah Harfield, Chairman  
Cllr Trevor Knight  
Cllr Margaret Rowley  
Cllr June Woodland

**Committee Members absent:** All present.

**In attendance:** One member of the public  
Gill Lungley, Acting Clerk/Support Officer  
Rachel Hinton-Jones, Clerk to the Council from 01/08/2023.

**1. Chairman's welcome.**

All were welcomed to the first meeting of this committee.

**2. To receive and note apologies for absence.**

No apologies required.

**3. Declarations of interest.**

None

**4. Written requests for dispensation.**

No requests for dispensation had been received.

**5. To hear from members of the public.**

The member of the public asked for clarification about the date of the Planning Appeal Inquiry Hearing relating to the application to build on land off Evelench Lane, to be held at Wychavon District Council's offices, having received two conflicting notices. It was confirmed the Inquiry Hearing will be held on 8<sup>th</sup> August 2023.

**6. To agree this committee's Terms of Reference.**

The proposed Terms of Reference (attached p3) were reviewed and agreed, and to include the appointment of up to three non-councillor committee members. To be ratified at the next meeting of the council.

**7. Appointment of a co-ordinator for volunteers**

It was agreed to appoint someone who would take responsibility for co-ordinating volunteers from within the community from time to time. A request for someone to come forward to take on this role would be included in the proposed newsletter and they would be expected to also become a member of this committee.

**8. To agree the Policy Review Calendar.**

Adoption and review of policies is to be undertaken on a regular basis and all will be published on the website. This committee will review those policies relating to community engagement and communications.

The policy calendar was agreed.

	Previous review	Date Reviewed	Next Review
Accessibility Statement (website)	17/10/2022	27/07/2023	07/2025
Communications and Use of Email		27/07/2023	07/2025
Community Engagement Policy		27/07/2023	07/2024
Data Breach			09/2023
Data Protection Policy	undated	27/07/2023	04/2025
General Privacy Notice	undated	27/07/2023	04/2025
Privacy Statement (website)	undated	27/07/2023	07/2025
Publication Scheme	undated	01/2023	01/2025
Recording of Meetings,			09/2023
Subject Access Requests.			09/2023

**9. To prepare a Community Engagement policy and related communications policies.**

After discussion and appropriate amendments, the policies listed in the table above were reviewed and agreed. They will be published on the council’s website.

**10. To agree arrangements for creating a parish newsletter, including content and layout, number, printing, frequency, method of delivery.**

**It was AGREED** to publish a quarterly newsletter for delivery to all parish households using existing distribution arrangements. 300 copies would be required.

The content and layout of the first newsletter was discussed and agreed. The Clerk would seek printing quotations and arrange the printing.

**11. To consider preparation of this committee’s budget for 2024/25 and beyond.**

The council has allocated the sum of £2,000 to this committee for 2023/24.

This may meet the costs of the quarterly newsletter, and new items for better communication such as a replacement noticeboard, maintenance of the BT box, a village house map board (with advance notice on the Tibberton place signs stating ‘house map outside Parish Hall and online tibbertonparishcouncil.gov.uk’), PPE and equipment for volunteers.

Clarification was needed whether the annual website maintenance costs are included in this budget heading.

**12. To approve the dates of future meetings.** To be agreed.

**13. Date and time of next meeting.**

The next meeting to be arranged on a suitable date in the week commencing 11/09/2023.

This meeting ended at 7.45pm.

Signed as a true record:

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Date.....

Chairman, Communications and PR Committee

## **Communications and PR Committee Terms of Reference.**

Agreed 27/07/2023.

### **Meeting Procedure**

All meetings of this committee will conform to the parish council's adopted Standing Orders and Financial Regulations. The meetings will be open to the public to attend and speak during Open Forum.

The Members' Code of Conduct is also relevant.

### **Membership**

To consist of four Tibberton Parish Council members appointed at the annual meeting of Tibberton Parish Council, plus up to three non-councillor members. The non-councillor committee members will be subject to the council's Code of Conduct and interests register, and unable to vote.

### **Chairman**

The committee chairman will be elected at the annual meeting of Tibberton Parish Council. The committee chairman can only be an elected or co-opted parish councillor.

### **Quorum**

A minimum of three council members must be in attendance at any meeting of this committee for decisions to be effective.

### **Frequency of meetings**

The committee will meet at least every three months and may meet more often as required.

### **Budget**

The committee will undertake a budget review and submit a request for funds to the Strategy and Finance Committee in September, as part of the council's annual budget process.

The committee may spend its allocated budget on anything associated with its area of activity and as agreed by a properly convened meeting of the committee.

### **Area of Activity**

The committee has the delegated authority to:

- ❖ Create and maintain a Community Engagement Strategy, to include:
  - The identification of the community within Tibberton Parish.
  - The development of a Communications Strategy.
  - Having oversight for the content and upkeep of the website, newsletter and other non-exclusive communication channels designed to develop, maintain and support good working relationships with all organisations and groups working for the benefit of the village.
- ❖ Appoint a person to co-ordinate Tibberton community volunteers.
- ❖ Maintain the council's policies and procedures relating to its statutory duty to uphold Freedom of Information and Data Protection principles.

### **Reporting-back procedures**

As a standing committee of Tibberton Parish Council, the notice, agenda and summons to committee meetings will be issued and published by the Clerk who will attend to take and draft the minutes for noting at the following meeting of Tibberton Parish Council.

Only the committee can approve the draft minutes.

If the draft minutes are not yet ready for presentation to the council meeting, the committee Chairman will provide a verbal report.