

# Tibberton Parish Council

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## NOTICE OF COMMUNICATIONS AND PR COMMITTEE MEETING

**A meeting of Tibberton Parish Council's Communications and PR Committee will be held on Tuesday 7<sup>th</sup> November 2023, 7pm at New Village Hall, Vardroe Way, Off Hawthorn Rise, Tibberton, Droitwich, WR9 7NU.**

The meeting is open to members of the public who may speak and ask questions during the public forum at agenda item 5.

### Summons

Members of Tibberton Parish Council's Communications and PR Committee are hereby summoned to attend this meeting at Tibberton Parish Hall for the purpose of transacting the business detailed on the following pages.

Signed: *R Hinton-Jones*

Date: 2nd Nov 2023

Rachel Hinton-Jones,

Clerk to the Council & Responsible Finance Officer (RFO) for Tibberton Parish Council

### AGENDA

- 1. Chair's welcome.**
- 2. Apologies.** To receive apologies from absent members and record the reason for absence.
- 3. To approve the draft minutes** of the Communications and PR Committee Meeting held 13<sup>th</sup> September 2023, to then be signed as a true record by the Chair. (Attached Appendix A, p3-6).
- 4. Declarations of Interest**  
Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to –
  - Keep their Register of Interests form up to date.
  - Declare any Disclosable Pecuniary Interests (DPI), any Other Registerable Interests (ORI) and any Non-Registerable Interest (NRI) relating to items on the agenda and the nature of those interests.
- 5. To consider written requests from councillors seeking a dispensation.** Having declared an interest in any agenda item councillors may only stay in the meeting when that item is discussed if the council permits dispensation to a) stay, or b) stay and speak, or c) stay, speak, and vote. Written requests for the granting of a dispensation must be made to the Clerk in advance of the meeting.
- 6. Public Forum.** Members of the public are invited to speak on matters relating to this agenda or for consideration at future meetings.
- 7. To review the Policy Review Calendar,** as attached, page 7.  
Adoption and review of policies is to be undertaken on a regular basis.
- 8. To update on 2nd edition of parish newsletter,** confirm content.

**9. Tibberton Map-** Review of a Tibberton village house map board. Displaying house numbers and house names. To discuss options, costs, and location.

**10. Budget Position-** To plan/identify spend for this financial year, 2023/24.

<b>BUDGET as at 31/10/2023</b>					
	<b>Actual 2022/23 to 31/03/2023</b>	<b>Budget 2023/24</b>	<b>Actual 2023/24 to date</b>	<b>% difference</b>	<b>REVISION TO YEAR END LIKELY OUTCOME</b>
<b>PAYMENTS</b>					
Comms & PR C'ttee NEW budget line	-	2,000.00	226.00	0.113	1,548.00
<b>subtotal</b>	-	<b>2,000.00</b>	<b>226.00</b>	0.113	<b>1,548.00</b>

**11. Footers to Parish Council emails-** A standardised approach for all to apply.

**12. Co-ordinating volunteers.**

**13. The website and other platforms of publicity/information sharing.**

**14. Date & frequency of future meetings:** ~~Wednesday 10<sup>th</sup> January 2024 @7pm-TBC~~

**Communications and PR Committee members:  
Cllr Sarah Harfield (Chairman), Cllr Trevor Knight,  
Cllr Margaret Rowley, Cllr June Woodland.**

All minutes are draft until agreed at the next or subsequent meeting.

**TIBBERTON PARISH COUNCIL**  
**MINUTES OF THE COMMUNICATIONS and PR COMMITTEE MEETING**  
**WEDNESDAY 13<sup>TH</sup> SEPTEMBER 2023, 7PM**  
**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:** Rachel Hinton-Jones, Clerk to the Council.

**1. Chair's welcome.**

All were welcomed to this committee.

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

No apologies required.

**3. To agree the minutes of the previous committee meeting held 27/07/23.**

The minutes of the meeting held on 27/07/23 were AGREED a true and accurate record and were signed by the Chair.

**4. Declarations of interest.**

None

**5. Written requests for dispensation.**

No requests for dispensation had been received.

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

No members of the public present at this meeting, therefore no request to speak.

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

The proposed Terms of Reference (attached p4) were reviewed and agreed, and to include the appointment of up to three non-councillor committee members. This has been ratified at the meeting of the council held on 25<sup>th</sup> September 2023.

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

The council confirmed that there has been no interest or appointment made. To update the Parish Council at the meeting being held on 19<sup>th</sup> October 2023.

**9. 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, along with a full audit by the Clerk.

	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

To prepare a Data Breach And Subject Access Requests policy and related communications policies. After discussion and appropriate access to other Parish policies, a review of examples to be undertaken for both policies. To be agreed at the next committee meeting on 7<sup>th</sup> November 2023.

**10. To agree on-going arrangements for the parish newsletter, including content and layout, printing, frequency, method of delivery.**

It was **AGREED** to publish a quarterly newsletter for delivery to all parish households using existing distribution arrangements and Printers. The periods of issue will be September, December, March, and June. This would be published as season editions, Summer, Autumn, Winter & Spring.

The content and layout of the 2<sup>nd</sup> Edition newsletter will focus on and around Christmas events & activities, business's within the village, a history theme, and suggestions from the Parish.

**11. Tibberton Parish Village Map**

Review of a Tibberton village house map board, displaying house numbers and house names. Options explored on how best to display this. A noticeboard or printed weatherproof material map. Total costs to be confirmed to implement the best option. Funding and budget to then be agreed at Council meeting.

**12. Budget position and to consider preparation of this committee's budget for 2023/24 and beyond.**

The council has allocated the sum of £2,000 to this committee for 2022/23 and 2023/24. The budget has been **AGREED** to fund printing costs for quarterly newsletter, upkeep of the phone box, village map and associated costs, prizes for logo design competition and new hall opening celebrations. Budget review to be agreed based on actual spend. (attached p5)

**13. To approve the dates of future meetings.**

All committee members proposed to be Bi-monthly, with a review in a few months' time to a quarterly schedule.

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

The date and time of the next meeting will be held on 7<sup>th</sup> November 2023 at 7pm.

This meeting ended at 8.30pm.

Signed as a true record:

.....

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 attend 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.

Signed as a true and accurate record by the Chair Of Communications & PR Committee:

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Date:.....

## BUDGET as at 10/09/2023

	Actual 2022/23 to 31/03/2023	Budget 2023/24	Actual 2023/24 to date	% difference	REVISION TO YEAR END LIKELY OUTCOME
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## TIBBERTON PARISH COUNCIL POLICY REVIEW CALENDAR

	Previous review	Date Reviewed	Next Review
<b>Communications and PR Committee, includes FoI and GDPR</b>			
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
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Recording of Meetings Policy			09/2023
Subject Access Requests			09/2023