

# 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 Monday 12<sup>th</sup> February 2024, 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 6.

### 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: 3<sup>rd</sup> February 2024

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 7<sup>th</sup> November 2023, to then be signed as a true record by the Chair. (Appendix A, p3-5).
- 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 3<sup>rd</sup> edition of Parish Newsletter, Tibby Times**  
Commencement of 3<sup>rd</sup> edition, Spring news and content.

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

**10. Budget Position-** To confirm remaining spend for this financial year, 2023/24. Budget agreed for 2024/25, on 04/12/23. Update on actual spend to date 31/01/24. Please see below table:

<b>Budget position 31/01/24</b>												
Communications/PR Budget	Budget	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Agreed Budget 2024-25	
15	Printing newsletter	1,000.00	226.00		214.50				440.50	559.50	1000	
16	Printing other	1,000.00		30.00	192.08				222.08	777.92	500	
									0.00	0.00		
	<b>SUB TOTAL</b>	<b>2,000.00</b>	<b>226.00</b>	<b>0.00</b>	<b>30.00</b>	<b>406.58</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>662.58</b>	<b>1,337.42</b>	<b>1,500.00</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:**

Initial plan/timetable see page 6.

**Communications and PR Committee Members**

**Cllr Sarah Harfield (Chair), 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**  
**TUESDAY 7<sup>TH</sup> NOVEMBER 2023, 7PM**  
**at NEW VILLAGE HALL, VARDOE WAY, WR9 7NU.**

**Committee Members present:** Cllr Sarah Harfield, Chair  
Cllr Trevor Knight  
Cllr Margaret Rowley

**Committee Members absent:** Cllr June Woodland

**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.**

Cllr June Woodland

**3. To agree the minutes of the previous committee meeting held 13/09/23.**

The minutes of the meeting held on 13/09/23 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 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 reviewed, and all outstanding policies highlighted below. to be presented at the next Communications & PR Meeting, 05/02/24, 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

**8. To update on 2nd edition of parish newsletter, confirm content.**

The next issue will be published in December, which will be the Winter edition.

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. Deadline for all content to be received by 23/11/23.

**9. 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. To proceed with order of the map to display on Parish Council Website. Cost £80 approx. plus vat. Further options to be explored on location and board in the village.

**10. Budget position,**

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 position has remained the same with a total spend to date of £226.00 **(attached p3)**

**11. Footers to Parish Council emails**

A standardised approach for all Councillors to apply.

**12. Co-ordinating volunteers.**

All committee members to review and propose a plan to support volunteers.

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

It was AGREED to review other website options based on navigation and accessibility with current website. Not to progress with any other sharing/publicity platforms at the moment, i.e. Facebook.

**14. Date & frequency of future meetings.**

The date and time of the next meeting will be held on 5<sup>th</sup> February 2024 at 7pm. Frequency of meetings thereafter TBC.

This meeting ended at 9.30pm.

Signed as a true record:

..... Date.....  
 Chair, Communications and PR Committee

## BUDGET as at 31/10/2023

	Actual 2022/23 to 31/03/2023	Budget 2023/24	Actual 2023/24 to date	% difference	REVISION TO YEAR END LIKELY OUTCOME
<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>

