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 12th 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: 3rd 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 7th 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 –
- a) Keep their Register of Interests form up to date.
- b) 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 3rd edition of Parish Newsletter, Tibby Times Commencement of 3rd 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:

Budget position 31/01/24													
Communi	cations/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		
	SUB TOTAL	2,000.00	226.00	0.00	30.00	406.58	0.00	0.00	0.00	662.58	1,337.42	1,500.00	

- 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 7TH 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 2nd 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 th February February Thereafter TBC.	ary 2024 at 7pm. Frequency of
This meeting ended at 9.30pm.	
Signed as a true record:	
	Date
Chair, Communications and PR Committee	
	10/00/0001

BUDGE	ET as at 3	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
PAYMENTS					
Comms & PR C'ttee NEW budget line	-	2,000.00	226.00	0.113	1,548.00
subtotal	-	2,000.00	226.00	0.113	1,548.00

April 2024	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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Parish Council meeting Strategy & Finance				7.30							7.30																			
Communications/PR																														
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Parish Council meeting																Annual Council Meeting														Annual Parish Meeting
Strategy & Finance																7pm								_						7pm
Communications/PR		7pm																												
June 2024	1 Sa	2 Su	3 Mo	4 Tu	5 We	6 Th	7 Fr	8 Sa	9 Su	10 Mo	11 Tue	12 We	13 Th	14 Fr	15 Sa	16 Su	17 Mo	18 Tue	19 We	20 Th			23 Su	24 Mo	25 Tue	26 We	27 Th	28 Fr	29 Sa	30 Su
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Communications/PR																														
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Strategy & Finance														N	o mee	ting to b	e held	In Aug	ust											
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September 2024	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tue	We	Th	Fr	Sa	Su	Мо	Tue	We	Th	Fr	Sa	Su I	Мо	Tue	We	Th	Fr	Sa	Su	Мо
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Budget Setting Meeting Strategy & Finance					7.30																	_		-						
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February 2025 Parish Council meeting	Sa				_	Th	Fr	Sa	Su	Мо	Tue	We	Th 7.30	Fr	Sa	Su	Mo	Tu	We	_				Мо	Tue	We	Th	Fr		
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Communications/PR						7pm																								
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March 2005	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	Ī
March 2025 Parish Council meeting	Sa	Su	Мо	Tue	We	Th	Fr	Sa	Su	Мо	Tue	We	Th 7.30	Fr	Sa	Su	Мо	Tu	We	Fr	Sa	Su I	Мо	Tu	We	Th	Fr	Sa	Su	
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