

# 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 Wednesday 13<sup>th</sup> March 2024, 7pm at New Village Hall Vardroe Way, Off Hawthorn Rise, Tibberton, Droitwich, WR9 7TG.

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: 09<sup>th</sup> March 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 12<sup>th</sup> February 2024, to then be signed as a true record by the Chair. **(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, **(Appendix B p7).**  
Adoption and review of policies is to be undertaken on a regular basis.
- 8. To update on 3rd edition of Parish Newsletter, Tibby Times**  
Distribution of 3<sup>rd</sup> edition, Spring news and content. To commence the Summer Edition, date to be confirmed.

**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. To purchase leaflet holder, £10 approx. Position to date, please see below table:

	Communications/PR Budget	Budget	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL		Variance	Agreed Budget 2024-25 04/12/23
15	Printing newsletter	1,000.00	226.00			214.50			313.50	754.00		246.00	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>313.50</b>	<b>976.08</b>		<b>1,023.92</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 April 24 to May 25 (**Appendix C p8&9**).

**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**  
**MONDAY 12<sup>H</sup> February 2024, 7PM**  
**at NEW VILLAGE HALL, VARDOE WAY, WR9 7NU.**

**Committee Members present:** Cllr Sarah Harfield, Chair  
Cllr June Woodland  
Cllr Margaret Rowley

**Committee Members absent:** Cllr Trevor Knight

**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 Trevor Knight

**3. To agree the minutes of the previous committee meeting held 7<sup>th</sup> November 2023.**

The minutes of the meeting held on 7<sup>th</sup> November 2023 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, 13/03/24, for ratification, 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 3rd edition of parish newsletter, confirm content.**

The next issue will be published in March 2024, which will be the Spring edition.

The content and layout of the 3rd Edition newsletter will focus on and around Bird life in the village, a further history theme, Neighbourhood Plan, Canal & River Trust pictures following the event being held on 17/02/24, and the New Village Hall. Deadline for all content to be received by 21/02/24.

The Chair Robbie Hazelhurst asked that the Parish news takes a greater profile within all future editions of the Tibby Times.

**9. Tibberton Parish Village Map.**

A further review of the Tibberton village house map received by email, 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 and agreed on location and board in the village.

**10. Budget position,**

The council has allocated the sum of £2,000 to this committee for 2023/24. The budget has been revised and **AGREED** as part of budget setting to £1,500.00 for 2024/25.

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 as @ 31/01/24 total spend to date of £662.58. **(Appendix A page 4)**

**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. Future events to include:

- Litter Picking
- Phone box clean & cleanse.
- Plaque bench cleaning
- White gate clean

**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. All committee members to review full list emailed by Cllr June Woodland on 17/11/23 for review and comments prior to the next meeting on 13<sup>th</sup> March 2024.

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 13<sup>th</sup> March 2024 at 7pm. Frequency of meetings thereafter TBC.

**15. A.O.B**

To review the items raised by Cllr Trevor Knight:

1. Vicky Baker has asked if it would be possible to advertise her company, select physio in the Tibby Times? I assume this follows on from the last edition where we featured a number of local businesses.

**Response: The TT featured local businesses in the last edition, and everyone was invited to do so, for free. At the moment we are not booking advertising space, but it is something to consider in the future.**

2. I wondered if the Comms and PR Committee should take on oversight of the tradespeople list that occasionally gets referenced and updated on the WhatsApp group. We could perhaps post it on the PC web-site and also include a hard copy in occasional copies of the Tibby Times. That way, we can ensure everyone has access and not just those on the WhatsApp group.

If we wanted to take this a stage further, we could consider in the future asking the tradespeople for a nominal charge for inclusion on the list or a small advert ...potentially supporting the funding of the Tibby Times.

**Response: A nice idea but the PC cannot take over the trades group list as we could be seen to be promoting or endorsing local businesses, which we aren't allowed to do.**

3. I think it would be useful to include a summary of the different roles and responsibilities of the Parish Council, District Council and County Council in a future edition of The Tibby Times (and possibly contact numbers for key issues such as highways matters). There seems to be a lot of confusion about who does what as evidenced by regular misleading conversations on the WhatsApp group. I'd be happy to draft something for you to look at.

I think it would also be useful to summarise the role of other groups such as TCLT, Village Hall, Canals, and River Trust (and any other group you can think of) to try and demystify some of these things for residents.

**Response: This would be very useful. Trevor to draft this for the next edition? We put a date of 21/2/24 for the submission of all articles for collating.**

This meeting ended at 8:30pm.

Signed as a true record:

.....

Date.....

Chair, Communications and PR Committee

<b>Budget position 31/01/24</b>												
<b>Communications/PR Budget</b>	<b>Budget</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>TOTAL</b>	<b>Variance</b>	<b>Agreed Budget 2024-25</b>	
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>

## Tibberton parish Council Policy Calendar

	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
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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





October 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	31		
	Tu	We	Th	Fr	Sa	Su	Mo	Tue	We	Th	Fr	Sa	Su	Mo	Tue	We	Th	Fr	Sa	Su	Mo	Tue	We	Th	Fr	Sa	Su	Mo	Tu	We	Th		
Parish Council meeting										7.30																							
Strategy & Finance										6.30																							
Communications/PR			7pm																														
Neighbourhood Planning WG																																	
Strategic Planning WG																																	
November 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	31		
	Fr	Sa	Su	Mo	Tue	We	Th	Fr	Sa	Su	Mo	Tue	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
Parish Council meeting													7.30																				
Strategy & Finance							7pm																										
Communications/PR																																	
Neighbourhood Planning WG																																	
Strategic Planning WG																																	
December 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	31		
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue		
Parish Council meeting												7.30																					
Strategy & Finance																																	
Budget Setting												6pm																					
Communications/PR						7pm																											
Neighbourhood Planning WG																																	
Strategic Planning WG																																	
January 2025	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	31		
	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		
Parish Council meeting									7.30																								
Strategy & Finance									6.30																								
Communications/PR	BH																																
Neighbourhood Planning WG																																	
Strategic Planning WG																																	
February 2025	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					
	Sa	Su	Mo	Tue	We	Th	Fr	Sa	Su	Mo	Tue	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tue	We	Th	Fr					
Parish Council meeting													7.30																				
Strategy & Finance												6.30																					
Communications/PR						7pm																											
Neighbourhood Planning WG																																	
Strategic Planning WG																																	
March 2025	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	31		
	Sa	Su	Mo	Tue	We	Th	Fr	Sa	Su	Mo	Tue	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo		
Parish Council meeting													7.30																				
Strategy & Finance						7.30																											
Communications/PR																																	
Neighbourhood Planning WG																																	
Strategic Planning WG																																	
April 2025	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			
	Tu	We	Th	Fr	Sa	Su	Mo	Tue	We	Th	Fr	Sa	Su	Mo	Tue	We	Th	Fr	Sa	Su	Mo	Tue	We	Th	Fr	Sa	Su	Mo	Tue	We			
Parish Council meeting										7.30																							
Strategy & Finance										6.30																							
Communications/PR																	BH					BH											
Neighbourhood Planning WG																																	
May 2025	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	31		
	Th	Fr	Sa	Su	Mo	Tue	Wed	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
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