

TIBBERTON PARISH COUNCIL
MINUTES OF THE COMMUNICATIONS and PR COMMITTEE MEETING
WEDNESDAY 13TH March 2024, 7PM
at NEW VILLAGE HALL, VARDOE WAY, WR9 7TG.

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

Committee Members absent: Cllr June Woodland

In attendance:

1. Chair's welcome.

All were welcomed to this committee.

2. To receive and note apologies for absence.

Cllr June Woodland & Rachel Hinton-Jones, Clerk to the Council.

3. To agree the minutes of the previous committee meeting held 12th February 2024.

The minutes of the meeting held on 12th February 2024 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 the following policies were reviewed and agreed:

	Previous review	Date Reviewed	Next Review
Communications and PR Committee, includes FoI and GDPR			
Data Breach Policy		13/03/2024	03/2025
General Privacy Notice	undated	13/03/2024	03/2025
Recording of Meetings Policy		13/03/2024	03/2025
Subject Access Requests		13/03/2024	03/2025

8. To update on 3rd edition of parish newsletter, confirm content.

The 3rd Edition Tibby Times newsletter has been received well by village.

Discussed possible themes for the Tibby Times which is ongoing, and any ideas welcome. We will be asking villagers for contributions/photos to include a variety of topics. The next edition will also include information about litter picking, and equipment will be available to borrow from the phone box. Cllr Margaret Rowley will make sure that everything needed is there and provide guidelines for volunteers.

We unexpectedly found that we had had an entry for the logo design competition. Sophy Pickering has produced several logos for us which are all really impressive. The winning logo that will be used on the Tibby Times is:



The prize of a £50 Amazon voucher will be awarded, and we will feature Sophy in the next edition of the Tibby Times.

The next edition will be published June 2024, and the deadline for submissions will be Monday 20th May.

We agreed that we should purchase a brochure display for the Tibby Times, for the village hall. This will be a cost of around £10, which will be purchased from Amazon.

9. Tibberton Parish Village Map.

The map is now ready to print. Cllr Sarah Harfield has visited Graham signs in Malvern, to review the quality of the product, which was of a high quality, and should last for around 25 years. We previously had three quotes, to which Graham signs quoted £75 to print. We agreed to go ahead and get the map printed. Cllr Margaret Rowley will check that all the house names are correct. We will then submit to the printers on Monday 18th March 2024. On receipt it was agreed that the location would be to display the map on the Parish Hall external wall, being at the centre of the village.

Further work required to investigate the cost of a licence to display the map on the Parish Council website.

10. Budget position,

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. To confirm remaining spend for this financial year, 2023/24:

- To purchase leaflet holder, £10 approx. for display of Tibby Times at the village hall.
- £50 prize voucher for logo competition
- Printing of village map, £75 approx.

Please see below table which does **not** include the outstanding items listed above:

		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	
	SUB TOTAL	2,000.00	226.00	0.00	30.00	406.58	0.00	0.00	313.50	976.08	1,023.92	1,500.00

11. Footers to Parish Council emails

All Councillors have now applied the correct footer, see below:

"When using the council-related email address, each councillor must include their contact details under the signature line and the following disclaimer:

The views expressed are those of the author and may not represent those of Tibberton Parish Council.

The council is committed to safeguarding your personal data and complying with the rights of individuals under the General Data Protection Regulation (GDPR). The council's Privacy Notice and other GDPR policies and documents can be accessed on the council's website <https://tibbertonparishcouncil.gov.uk>

The clerk's email signature will include contact details, times of availability, and the same disclaimer except for the first sentence. "

12. Co-ordinating volunteers.

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

Rather than trying to have an events group as well as a volunteers group it was decided that one group will suffice. The events group is meeting next week to brainstorm ideas. This will include:

- The Big Help (village tidying etc)
- Planning a family day which will double up as an opening event for the new village hall.
- Ideas for events, clubs etc that people would like to take place. This was also published within the Tibby Times, all welcome.

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 13th March 2024.

Current thoughts and findings having looked at the NetWise websites for different councils, the first step was to combine the key items we like best from each and create a home page template, to then share with NetWise, and to explore what is possible. Uckingtons's website headings were a good example on how we could improve the Tibberton Parish Council website. Holmes Chapel and Somerford are not hosted by NetWise but have features that would be really good to replicate.

Clr Sarah Harfield will map out a home page to share with Committee members for input and ideas.

14. Date & frequency of future meetings.

Initial plan/timetable April 24 to May 25 see **(Appendix A p5&6)**.

The date and time of the next meeting will be held on **Thursday 2nd May 2024 at 7pm.**

15. A.O.B

At the planned annual review meeting, (date tbc) to discuss whether this committee could become a more informal working group where people agree to work on projects such as the website.

This meeting ended at 8:15pm.

Signed as a true record:

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Chair, Communications and PR Committee

Date.....

Meeting Calendar																								2024/25							
		PCM												S&F		Comms/PR															
		Training												N/Plann		Strat Plan WG															
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	
	Mo	Tue	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	
Parish Council meeting																															
Strategy & Finance																															
Communications/PR																															
Neighbourhood Planning WG																															
Village Consultation Event 20/04/24 VH main hall.																															
May 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
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Parish Council meeting																															
Strategy & Finance																															
Communications/PR																															
Neighbourhood Planning WG																															
Annual Council Meeting 7pm																															
Annual Parish Meeting 7pm																															
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Communications/PR																															
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Strategic Planning WG																															
August 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
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Parish Council meeting	No meeting to be held in August																														
Strategy & Finance	No meeting to be held in August																														
Communications/PR	No meeting to be held in August																														
Neighbourhood Planning WG																															
Strategic Planning WG																															
September 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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Strategy & Finance																															
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Strategy & Finance												6.30																			
Communications/PR				7pm																											
Neighbourhood Planning WG																															
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Budget Setting													6pm																		
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