

MINUTES OF FUNTINGTON COMMUNICATION COMMITTEE MEETING 26 July 2021

PRESENT: Kate Du Port (KDP) Chair
Sheena King (SK)
Jean Simmonds (JS)
Viki Williams (Clerk)

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
1a. Apologies	Pat Young (PY)	<ul style="list-style-type: none"> • None 	N/A
2. Election of Chairman	Kate Du Port unanimously elected as Chair.	<ul style="list-style-type: none"> • None 	N/A
3. Current Communications	<p>Noticeboards</p> <ul style="list-style-type: none"> • Discussion regarding how much these are truly viewed and need to increase the number of people reached. <p>Website</p> <ul style="list-style-type: none"> • It was agreed that this needs to be kept updated regularly, SK confirmed she had already started to remove outdated and no longer relevant notices as necessary. • Google analytics to be investigated to analyse website use. • Facebook to be linked to the website in order to post identical articles on both. <p>Facebook</p> <ul style="list-style-type: none"> • Discussion regarding the issues caused by currently having two Facebook pages for the Parish, due to the old account still being active. It was agreed that Facebook should be used more but that the old account must be removed to avoid confusion. 	<ul style="list-style-type: none"> • Notices to be attached to well-travelled areas. • Regular checks for relevance • Contact Vision ICT: Analysis & linking FB to website • Contact original FB administrator 	<p>ALL - as and when required</p> <p>SK</p> <p>Clerk</p> <p>SK</p>
4. Proposed Communications	<p>Logo</p> <ul style="list-style-type: none"> • It was suggested that the FPC Logo, produced for the website should be used on all advertising material and all FPC documents e.g. agendas, minutes, policies <p>Nextdoor Funtington</p> <ul style="list-style-type: none"> • It was agreed to post all relevant notices on this social media platform, which is clearly well used. <p>Newsletter</p> <ul style="list-style-type: none"> • It was agreed that a newsletter would be produced for delivery 3 times a year. • It was agreed that this must be simple with bullet points and a maximum of 2 A4 sides 	<ul style="list-style-type: none"> • Contact Vision ICT for formatted Logo • Post as necessary • Produce Newsletter 	<p>Clerk</p> <p>SK</p> <p>SK / JS / KDP</p>

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	<p>and must include the logo.</p> <ul style="list-style-type: none"> • Links / contact details to be included, to allow residents to know where to look / who to contact for further information. • A separate A5 Neighbourhood Plan (NP) leaflet to be produced to advertise the Public NP meeting. • It was agreed that the first delivery would therefore be booked for early September and include both the newsletter and separate NP leaflet. <p>Village & Parish Magazines</p> <ul style="list-style-type: none"> • Articles to be included in both magazines, summarizing the points in the newsletter and again including contact information. <p>In person communication</p> <ul style="list-style-type: none"> • It was proposed that Councillors speak in person at community events / groups (e.g WI) to reach more residents to publicise and gain feedback on the NP. <p>Communications Group Policy</p> <ul style="list-style-type: none"> • To be completed by SK, sent to full Council for approval and once approved, posted on website. 	<ul style="list-style-type: none"> • Update previous leaflet • Book delivery date • Submit Articles • Investigate suitable meetings • Complete Policy 	<p>SK Clerk SK / Clerk All SK</p>
<p>5. Internal Communications</p>	<ul style="list-style-type: none"> • Concerns were raised regarding the lack of response to PC emails by some Councillors. • The extra work required due to the GDPR necessity of separate Council email accounts was discussed. • It was proposed that an email notification specific WhatsApp group be set up to allow the Clerk to alert Councillors to emails being sent. This would be only used by the Clerk to the Councillors, no two way conversation would be allowed and no discussions could take place on the App. 	<ul style="list-style-type: none"> • To be added to Full Council Agenda 	<p>Clerk</p>
<p>6. Date of next meeting</p>	<ul style="list-style-type: none"> • October – exact date to be confirmed. 	<ul style="list-style-type: none"> • Confirm date 	<p>Clerk</p>

Signed..... Chairman

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