

MINUTES OF FUNTINGTON COMMUNICATIONS COMMITTEE MEETING
24 November 2021

PRESENT: Kate Du Port (KDP) Chair
Sheena King (SK)

Jean Simmonds (JS)
Pat Young (PY)

Viki Williams (Clerk)

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
1. Apologies	None	<ul style="list-style-type: none"> • None 	N/A
2. Minutes of 26 July 2021	Minutes – Proposed, Seconded and AGREED	<ul style="list-style-type: none"> • Post on Website 	Clerk
3. Strategy – Terms of Reference (ToR)	<ul style="list-style-type: none"> • In order to comply with the ToR, KDP reminded the committee of the requirement to prepare a Communications Strategy for approval by Full Council and publication on the website. • Ther strategy will cover topics such as: <ul style="list-style-type: none"> ○ Website ○ Newsletter ○ Next-door / Facebook ○ Noticeboards • The Strategy will be a separate document, to include an action grid, to be read in conjunction with the Communications Policy • It was agreed that the Strategy needs to look at what FPC are hoping to achieve and how. • Agreed that the Strategy is to include an Action Grid to cover: <ul style="list-style-type: none"> ○ What is needed ○ Why ○ Priority / when to action ○ Who 	<ul style="list-style-type: none"> • Draft Strategy to be prepared 	KDP

Funtington Communications Committee Minutes – November 2021

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
	<ul style="list-style-type: none"> ○ Cost / Resource ○ Progress 		
4. Communication with Outside Bodies	<ul style="list-style-type: none"> • Discussion regarding recent incidences of communication with outside bodies not being conducted in line with the protocol contained in the Business Plan (Para 2.5.3). • It was agreed that it is essential that all communication go via the Clerk in order to avoid confusion. • All policies relevant to communication were discussed: Business Plan, Communications Policy and Email Policy. • It was agreed that all three policies would be reviewed and amended where necessary in order to ensure all references with regard to communication are identical for each. 	<ul style="list-style-type: none"> • Amend Policies 	SK
5. Website and Social Media	<ul style="list-style-type: none"> • Discussion regarding ongoing improvements to the website. • The Clerk highlighted the necessity for Councillors and Parishioners to continue to feed back any comments / improvements / updates for the website so that can make any necessary changes. • KDP proposed that a website specific meeting be arranged for the Communication Committee to discuss / update / improve the website. • It was proposed to raise with Full Council question of the addition of photographs to Councillor Biographies on the website. • Discussion regarding some ongoing confusion relating to the Facebook account caused by at least one other account not controlled by FPC. • Agreed that moving forward FPC should aim to post more regularly on the official FB page. • The use of Nextdoor Funtington was discussed. It was agreed that this platform would be used when necessary to publicise FPC events / news. 	<ul style="list-style-type: none"> • Website Meeting • Add to Full Council Agenda • FB Improvements • Post on Nextdoor 	<p>All</p> <p>Clerk</p> <p>SK / Clerk</p> <p>SK</p>
6. Newsletter	<ul style="list-style-type: none"> • Following the definite success of the last newsletter there was a discussion as to when and how the next newsletter could be published and distributed. • The company that previously distributed to every house in the Parish have ceased to trade and the PC is therefore faced with challenges in distributing future editions. • Options discussed: <ul style="list-style-type: none"> ○ Royal Mail – Clerk stated that this was not applicable as they only deliver to entire postcodes. 		

Funtington Communications Committee Minutes – November 2021

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
	<ul style="list-style-type: none"> ○ Post – addressed and posted by the Council, however this proved not to be economically viable. ○ Village / Parish Magazine insert / article ● It was agreed that an article would be placed in the magazines when there was sufficient news. ● When necessary and for increased publicity a printed newsletter inserted into the magazines would be used. ● Clerk reported that there is now an electronic newsletter sign up option on the website for use in conjunction with the physical newsletter. 	<ul style="list-style-type: none"> ● Contact Village and Parish Magazines 	KDP / SK
7. Date of next meeting	<ul style="list-style-type: none"> ● Website Meeting 06 December 2021 	<ul style="list-style-type: none"> ● None 	N/A

Signed..... Chairman

All reports are available in full on the website: <https://www.funtingtonpc.org>