

A Meeting of **Barton-under-Needwood Parish Council Communications Committee** was held on Monday 4th March 2024 at 1pm, Barton Village Hall, Crowberry Lane, Barton under Needwood.



Attendees: Councillors Sally Bedford (Chair of Committee), Ed Sharkey, James Brookes, Charley Walker and Siobhan Rumsby (Parish Clerk)

Apologies: Councillor Kevin McInerney

1. Apologies

Kevin McInerney

2. **Minutes** of the meeting held on the 12th February were agreed.

3. Actions from the previous meeting.

3.1 Website audit and proposed structure.

Councillor Brookes shared the work on the website audit and the structure proposed.

Councillor Bedford thanked him for doing the work and it was agreed it would be shared at the next Parish Council meeting on 7th March.

It was agreed that once the Parish Council had discussed the suggested revised structure, Councillor Bedford would contact each Committee Chair and ask them to review the relevant content on the website for their Committee with their members to check whether it needed updating or expanding.

3.2 Noticeboards

The Parish Clerk confirmed she checks the noticeboards at least monthly and in some cases fortnightly. Councillor Sharkey asked that notices should be replaced if they had suffered weather damage and that review/expiry dates should be included where possible. The Parish Clerk agreed and explained that items provided by other agencies tended to deteriorate if they were posted for a long time, but replacements were not often provided.

3.3 Meeting templates and minutes

It was agreed that a standard set of templates would be developed by the Parish Clerk for Parish Council meetings and Committee meetings to include agendas, minutes and front covers for significant items where further context was required. These would be shared with the Parish Council for approval at the April Parish Council meeting with the intention of using them in the new financial year.

It was also agreed to move to consecutive minute numbering for full Council minutes from 1 April and pick up an Action Plan document so that action points and who is responsible do not get missed or forgotten about.

4. Terms of Reference

4.1. An amended version of the terms of reference was discussed at the meeting. The following changes were agreed and will be circulated with the minutes.

4.2. The main proposed changes included;

4.2.1 Terms of reference, the second bullet was amended to include 'an annual communications action plan to support the Parish Council strategy for the following year'.

4.2.2 Delegated authority. The second bullet was amended to read 'Strong links with all Committees and in particular the Village Enhancement Committee'.

4.2.3 Delegated Authority to include if there is an appropriate Committee or subject matter expert they would normally draft communications first, before the communication then coming to the Communications Committee.

5. Online Consultation and output from the Strategy meeting

5.1 The Parish Council Strategy meeting had been held on 23rd February. Kim Bedford led the session and will be producing the report from it. She will not be writing the Strategy. There had been some useful discussion but Members felt it was a little rushed at the end. It was the first time the Parish Council had taken part in this type of event. Councillor Sharkey felt it didn't get into the longer term/medium term strategy. Ideas for engaging better with young people need to be developed. There would be an opportunity for Councillors to discuss this at the next meeting of the Parish Council.

5.2 Feedback on the online consultation document was discussed. Councillor Bedford will redraft the survey and share with the Communications Committee initially before sharing with all Councillors. The following items would be included as well some tidying up of the survey;

- Age demographic
- The Burial Ground
- General free text at the end.
- The range 1-5 to include strongly disagree, disagree, neither agree nor disagree, agree, strongly agree
- A question on whether individuals are likely to be flooded would be included.

5.3 Councillor Sharkey to liaise with the previous PC Chair about the last survey and the tools used.

6. Communication required for the Annual Parish Meeting

6.1 The Parish Clerk shared the flyer she had developed for the Annual Parish Meeting being held on 8th May at Holland Sports Club. It was agreed the Parish Office telephone number would be included for parishioners to register their interest. Flyers would be posted round the village and the Facebook page would also be used to advertise the meeting, Members have offered to support the Village Enhancement Committee to contact organisations and groups for Barton Live. The Parish Clerk to circulate a revised version to all Councillors for comment.

7. Feedback from the NALC Social Media Training

7.1 Members had attended the NALC online Social Media training. Feedback was mixed. Some good examples shared, some of the things weren't relevant for our village. In the short term carry on with our Facebook postings and aim to show case more of the work that the PC is doing.

8. Any other business

8.1 *PCSO Surgery*. The proposal by Councillor Walker for liaison with PCSO Edwards for a local surgery was supported and to be discussed further under 'Police Matters' with Full Council.

8.2 *Sharing of Parish Councillors' mobile numbers and home addresses*. Councillors Brookes and Walker had researched what was happening elsewhere and the legal requirements. After a full discussion it was agreed that we propose that the web-site should include Councillors' Parish Council email addresses and the Parish Council office telephone number. The Clerk asked about whether she could give out Councillors' personal phone numbers, and that she'd need clarity in order to be able to do so/not do so. Councillor Sharkey agreed to raise this with Parish Councillors. The register of interests forms do include Councillors' home addresses and their signatures. Many other Councils redact the signatures, but the addresses can only be redacted with a request to the Monitoring Officer for each Councillor.

8.3 *Policy Group*. Councillor Bedford thanked the Parish Clerk for setting up the dropbox with model policies and guidance developed by NALC and SLCC. She shared the template of policies recommended by SLCC for small Parish Councils. The HR Committee would be asked to consider adoption of these policies with a planned timescale for their development.

Previously it was agreed by the Parish Council that outdated policies would remain in force until the revised version was in place.

9. **Next meeting** The next meeting will be held on Friday 22nd March 2024 at 11.30am in the Small Meeting Room, Village Hall. It will be a single item on the online consultation.