

## **Draft minutes of the Communication Committee**

Held on Tuesday 20<sup>th</sup> July 2010 at the Parish Rooms

**Members Present:** Councillors Paul Austin, Pat Bennett, Margaret Chambers, Pauline Clarke, Jane Cook, Phil Thomas.

The meeting was also attended by six members of the public, two of whom were Councillors.

### **CC43 Apologies:**

Received from Cllr Nancy Langmaid.

### **CC44 Public Question/Comment Time:**

None, although the Chairman indicated that he was happy to have comments/questions about items on the agenda when the matter was discussed.

### **CC45 Minutes from Previous Meeting:**

The minutes were agreed as a true record of the previous meeting.

### **CC46 Matters Arising:**

#### **1. Town Plan**

An update was given by Paul saying that Phase 1 was now completed. The three consultations were in the Parish Rooms and very successful, giving us lots of feed back for the next stage. It was noted that there was poor response from parents and children; this will be addressed at Phase 3 with the focus groups. John Watts asked if the public would be able to comment in the future. He was reassured that there would be suggestion boxes around town. The working party will now start Phase 2, organising and collating information for the focus groups, working toward the questionnaire (Phase 5) then producing and publishing the new Town Plan (Phase 6 & 7) in December 2010 & January 2011. Thanks were given for all the hard work, especially Pat and Alison Hoghton, and this was echoed. It was agreed to keep the tempo going around town so as not to loose interest.

**ACTION: Working party**

#### **2. Website**

Paul gave a quick status update. Invitations to Tender had been sent out two weeks ago to six potential companies in the area. The deadline for submitting tenders is 4<sup>th</sup> August. So far, only one has indicated it will not be submitting a tender (due to current work load). All companies have been given the same spec of what was required. The intention was not to spend anywhere near the £8,000 precept allocation. It is hoped that a recommendation will be ready and a tenderer appointed at the next full council meeting in August.

**ACTION: Working party**

### **3. Councillor Drop-in sessions**

Margaret updated everyone on the three positive sessions held to date in the SSDC office at the Parish Rooms during different times of the day by Tony Jotcham, Pat, Pauline and herself. A list of all the issues raised was handed out, and they are to be put before the appropriate committees to be dealt with. Pat felt a regular log should be kept of all issues. It was felt that perhaps a few more Councillors would like to take part, with the idea of 'buddies' to support existing councillors being suggested. The subject of different times and locations was discussed. Jane and Margaret agreed to meet and organise. Next drop-in session arranged for Friday 13<sup>th</sup> August 10-12 noon and is advertised in the next Viaduct.

**ACTION: Margaret and Jane**

### **4. Notice of meetings.**

Phil suggested that for the Notice of Meetings, 'requested to attend' be used instead of 'hereby given notice to attend'. Everyone agree and Roger is to be informed.

### **CC47 Christmas (light, shopping, events etc.)**

A detailed discussion took place about how the council could facilitate a coming together of the town with interested parties for the festive season i.e. Business and Trade, Light brigade, shop owners, and event organisers etc. It was felt that working together, sharing ideas, thoughts and plans, would benefit the community and traders. It was agreed it required a working party of all involved and that Paul would arrange a meeting in the next couple of weeks for ideas to be discussed.

**ACTION: Paul**

### **CC48 Volunteer List**

Margaret has a list of helpers and raised the question about how it is developed and that perhaps it may become 'too big'. Development is needed to go forward. Phil commented that the SSCVA may be able to help with training access and access to funding - he will forward information on. It was agreed that the use of the list must be clarified and list members must know what it's for.

### **CC49 Documents for meetings**

Paul offered to draft a document with clear guidelines for producing documents, drafts, highlighting amendments, dating, and availability of documents at meeting etc. It was agreed by all that clear procedures regarding documents would be very useful.

**ACTION: Paul**

### **CC48 Correspondence**

None was reported. However, the committee was informed that the Chairman receives a copy (through the Clerk) of 'Local Councils Update' which provides details of legislation changes and other 'matters' within the remit of Council. It was agreed that information appropriate to committee will be brought to the attention of members accordingly.

**CC49 Agenda items for next meeting**

1. Visual display at meetings.
2. Christmas report.
3. Town plan update.
4. Website update.
5. Key holder list available for problems.

There was no further business, the meeting ended at 9.07 p.m.

DRAFT - 22/07/2010