



COMMUNICATIONS COMMITTEE MEETING

Monday 10th December 2018
7:30pm Conygre Hall, North Road

MINUTES

Ref:	Minutes	Action
Present:	Veronica Packham (Chairing), David Collett, Sheila Clarke, Mary Anne Ansell, Madeleine Potts (Newsletter Editor), Liz Casson (Hub Coordinator) Chris Gittins (Clerk)	
Welcome and Apologies	The Chairman welcomed those attending. Dave Lorriman were absent.	
Minutes of last meeting	Minutes of the meeting in September 2018 were approved and signed by the Chairman.	
<p>Newsletter</p> <ul style="list-style-type: none"> MP said that she spends too much time trying to sort out formatting problems from various contributors and some solutions were discussed. DC will assist with converting some adverts into jpgs. She also has problems of many late contributions. It was agreed that the PC will send a firm notice to regulars to enforce the closing date. CG suggested considering making some changes to make the Newsletter more readable and attractive with more colour and content, and to try to reduce the PC's net expenditure on it. It was noted that most of this goes on editor and distribution fees. DC and the Clerk agreed to research a design of a business listing instead of some regular adverts, possible payment in advance, and also colour, paper and printing costs. More interesting copy of stories in the village are needed, including explaining what some activities are. The aim is to review changes at the next meeting in time for work to be completed by the April 20019 edition. VP requested that the budget of the Newsletter to be based on the PC's financial year. <p>Hub Library LC reported that:</p> <ul style="list-style-type: none"> The Hub is going well with a steady use from its opening on 26th November. Because much of the training was not useful, she has had to help volunteers to learn on the job. As a result of her extra time spent, she has been paid overtime, and also has had her contract extended to end of February. The 20+ volunteers are working well and new ones have come forward. There is still much detail to do including more publicity. 		<p>DC Clerk</p> <p>DC Clerk</p> <p>Clerk</p>

<ul style="list-style-type: none"> • Establishing the Coordinating Group is a priority. • She has successfully set up groups of Mothers and Babies and Pre-school Story Time. The Memories group is yet to get going. • Prices of refreshments to be reviewed in the New Year. • The free Dial a Ride to the Hub is yet to be used. • Some residents of other villages have attended and are volunteering. <p>She was congratulated on her progress.</p> <p>SC suggested that all volunteers should have name badges.</p> <p>The up to date Hub Budget will got to the PC January meetings.</p> <p>Website & Social Media and Enewsletter Nothing to add at this stage.</p> <p>Report to the Parish Council To report the above as progress and planned proposals for changes.</p>	<p>LC</p> <p>Clerk</p> <p>LC</p> <p>Clerk</p> <p>Clerk</p>	
<p>Next meeting</p>	<p>Monday 21st January 7.30pm in the Tynning Room, Conygre Hall.</p>	<p>Clerk</p>

There being no further business the Chairman closed the meeting at 9.10 pm

Chairman: _____

Date: _____