



## COMMUNICATIONS COMMITTEE MEETING

Wednesday 6<sup>th</sup> November 2019  
7:30pm Conygre Hall, North Road

### MINUTES

	Minutes	Action
<b>Present:</b>	Josie Pownall (Chairing), David Collett, Sheila Clarke, Mary Anne Ansell, Liz Casson (Hub Coordinator) Madeleine Potts (Newsletter Editor), Chris Gittins (Clerk)	
<b>Welcome and Apologies</b>	The Chairman welcomed those attending. Apologies: Stacey Pottinger	
<b>Minutes of last meeting</b>	Minutes of the meeting in June were approved and signed by the Chairman.	
	<p><b>Newsletter</b></p> <ul style="list-style-type: none"> <li>The editorial is more interesting with a better What's On section.</li> <li>Most advertisers are paying in spite of increase in prices.</li> <li>The printer's long lead in time is not a problem.</li> <li>The longer print run at no extra cost is being successfully distributed at public venues by Clive Pearce. Perhaps some could go to Meadgate area.</li> <li>Green Christmas will be a feature in the December edition.</li> <li>When 4 extra pages are needed the extra cost has to be approved by some of this committee's Parish Councillors. Delegated powers for this need arranging – see below.</li> </ul> <p><b>Hub Library</b> LC reported that:</p> <ul style="list-style-type: none"> <li>Good take up over the Summer holidays – August numbers saw about 172 visitors. September – 228/October- 190/November- 200 per month. Thursday and Saturdays are busiest sessions with 14-20 customers/session on a Thursday and 12-16 on a Saturday morning.</li> <li>Volunteers 20 in total, 4 new within the last 2 months. Rota until April completed.</li> <li>B&amp;NES Library managers supporting Volunteers at the Hub next week.</li> <li>Volunteer Jem has been working resolving IT issues with the public use laptop and software, scanning etc.</li> <li>The anniversary event on 30<sup>th</sup> Nov. is all planned and the PC has approved the costs.</li> </ul> <p>Development of the café is now felt to be not viable due to its small size and the position of the building. Changing the atmosphere &amp; furniture would not make a difference.</p> <p>As a result, income from the café will not meet the planned budget for the year. Instead, proper promotion of services such as copying and scanning is to be arranged, starting with advert in next Newsletter.</p>	<p>Clerk MA, MP</p> <p>Clerk</p> <p>LC</p> <p>LC Clerk</p>

<b><u>New Ideas</u></b>		
<p>In addition to current groups new ideas include:</p> <ul style="list-style-type: none"> <li>• Tea Talks which are small events with a speaker. Sometimes this would be in the café but otherwise the hall will have to be booked. Some income from sales of drinks etc. should cover the hire costs. Rosalind Glass, Costume Maker in February. Martin, Gardener in May. Fleur Hitchcock, children’s author also early next year.</li> <li>• Children’s Saturday Book Club.</li> <li>• Christmas books arrival imminent, Christmas displays to create.</li> <li>• Repair Café, e.g. joining with Peasedown for a monthly session. This involves setting up the system which is provided nationally as a template, funding suitable repair volunteers and promotions. This was discussed and it was agreed that this was too ambitious for the Hub at the moment, and so further development of the idea is to be stopped.</li> <li>• Smaller crafts activities were considered more appropriate at the moment.</li> </ul>		LC
<p>The Hub Coordinator requested use of a new dedicated mobile phone for her public role. Costs will be researched.</p>		LC
<p>A new promotion at the front of the building is needed. It was agreed to ask the YMCA whether sharing a poster frame on the railings would be acceptable, or if not a banner.</p>		LC, Clerk
<p><b>Website</b></p> <p>The Clerk thinks that meeting the new regulations regarding website accessibility will not be too onerous and that a disclaimer clause will be needed to ensure compliance. Compton Dando PC has good arrangements.</p>		Clerk
<p><b>Social Media</b></p> <p>SP to assist Clerk with setting up a PC Profile on Facebook. ALCA may also have advice.</p>		SP, Clerk
<p><b>Cybersecurity</b></p> <p>It was agreed that the PC Chairman and Vice Chairman should use dedicated PC email addresses. The Clerk will arrange this.</p>		
<p><b>Management of the Committee and Delegation of Powers</b></p> <p>It was felt and agreed that the Committee needs to meet more often to more closely supervise the Hub. It was agreed that meetings would be held quarterly.</p> <p>It was agreed to seek approval of the PC that the decisions on small expenditure on items within the Hub Budget, and also decisions to print extra pages of the Newsletter should be delegated to the Cllrs. on the Committee, and later reported to the PC, in line with the PC’s Financial Standing Orders.</p>		Clerk
<p><b>Report to the Parish Council</b></p> <ul style="list-style-type: none"> <li>• To report the above as progress on activities.</li> <li>• That the Hub Coordinator should have a dedicated mobile phone for her public role.</li> <li>• A new poster frame or banner to be installed outside the Hub.</li> <li>• To seek agreement of delegation of powers to the Committee, as proposed above.</li> </ul>		Clerk
<b>Next meetings</b>	Tuesday 14 <sup>th</sup> January 2020	Clerk

There being no further business the Chairman closed the meeting at 9.20 pm

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_