



COMMUNICATIONS COMMITTEE MEETING

Tuesday 14th January 2020
7:30pm Conygre Hall, North Road

MINUTES

	Minutes	Action
Present:	Josie Pownall (Chairing), David Collett, Sheila Clarke, Mary Anne Ansell, Stacey Pottinger, Liz Casson (Hub Coordinator) Madeleine Potts (Newsletter Editor), Chris Gittins (Clerk)	
Welcome and Apologies	The Chairman welcomed those attending. Apologies: None	
Minutes of last meeting	Minutes of the last meeting were approved and signed by the Chairman.	
Matters Arising	CG still do arrange key safes, poster outside and external lighting with YMCA.	Clerk
Newsletter	<ul style="list-style-type: none"> • More copies to be given to the school via MP • The school is writing more regular items • The content is steadily improving. More and better content is always wanted. • Financially the newsletter is covering its costs for the last year, with the income from advertising of £8,900 covering the print, editing and distribution costs of very close to the same amount. 	Clerk, MP MP MP
	MP left the meeting.	
Community Hub	LC reported that: <ul style="list-style-type: none"> • The anniversary event on 30th Nov. went well. • Figures from B&NES Library Service show that the book loans and visits have overall steadily increased to over 400 in November. • About 15 people visit the Hub on each session. • Volunteers: 23 in total, 2 new are being trained. • Volunteer Jem has resolved computer IT issues with the public use laptop and software, scanning etc. • LC now uses the mobile phone for incoming calls. • The B&NES Mobile Library will no longer be visiting Timsbury from 24th February. The few who have used it will be encouraged to come to the Hub. • The B&NES Home Library Service for formal volunteers will be promoted again. Informal volunteering cannot involve matching by the Hub. • New programme of Talks are being planned of a local children's author and a costume maker. New ideas include auction or 'Flog It' event, ancestry research and environmental action. • Links with the school are developing for younger and older. 	LC LC LC LC

<p>Further Ideas:</p> <ul style="list-style-type: none"> • To hold a volunteers Meet Up event for more informal chat about ideas. • An A-Board is proposed for outside chained to the pole. <p>The budget for the Hub showed an expected cost to the PC of £10,939 to end March, which is a little less than the £11,051 expected at the revised budget in September.</p> <p>LC said that she enjoys the Hub Coordinator job and that the 12 hours/week role works well. There is always development on top of the regular tasks. She visits the Hub regularly and stands in for a volunteer occasionally when required. She would prefer for her pay direct to her bank.</p> <p>LC left the meeting.</p> <p><u>CONFIDENTIAL SESSION</u></p> <p>On a vote there was unanimous support to continue the role of the Hub Coordinator for a 2-year contract under the same terms, adding a payment of £150 to cover costs for working from home, to be recommended to the PC Finance & Staff Committee. Details of the contract, revised Job Description, date of Staff Appraisal and pay review are to be considered with JP.</p> <p>The post is to be part of Hub Development Strategy which is to be prepared.</p> <p>Website</p> <p>Improvements to site accessibility have been made and a disclaimer clause added to ensure compliance with new regulations.</p> <p>Social Media</p> <p>The Clerk with is still to set up a PC Profile on Facebook.</p> <p>Cybersecurity</p> <p>The PC Chairman is yet to set up a dedicated PC email address.</p> <p>Report to the Parish Council</p> <ul style="list-style-type: none"> • To report the above as progress on activities. • To consider continuing employment of the Hub Coordinator role for 2 years from April, with an added working from home budget. Details of the contract, revised Job Description, date of Staff Appraisal and pay review are to be considered with JP. 	<p>LC LC, Clerk</p> <p>Clerk</p> <p>JP, Clerk Clerk, LC</p> <p>Clerk, SP</p> <p>JP, Clerk</p> <p>Clerk Clerk,JP</p>	
<p>Next meetings</p>	<p>Tuesday 21st April</p>	<p>Clerk</p>

There being no further business the Chairman closed the meeting at 9.30 pm

Chairman: _____

Date: _____