

Minutes of the Meeting of the Community Engagement Committee, held on 13th June 2017, at 9am.
At the Church Rooms, Deerleap Lane, Colbury.

Present; Cllr Emma Lacey, Cllr Mike Thomas, Cllr Heather Richards, Cllr Ann Sturgess, Cllr Clive White

Clerk: Helen Klaassen

Action

- CE/001 Election of Chairman.**
Cllr Thomas proposed and Cllr White seconded that Cllr Richards be elected Chair. All agreed.
- CE/002 Election of Vice Chairman.**
It was decided that no vice chair be elected but areas of responsibility be allocated.
- CE/003 Apologies for Absence.**
None.
- CE/004 Declarations of Interest.**
None.
- CE/005 Terms of Reference.**
It was discussed what form these should take, and decided that they should be reasonably brief with a 'mission statement' forming an overview of the committee's purpose. Notes were made by each committee member and passed to the clerk to collate a mission statement.
It was decided that, following the headlines already on the committee structure agreed at the FC meeting, the committee should be grouped into 5 sections;
1. **Magazine**
Oversight of the magazine, content editing and type, proofing, articles and article submission. Magazine distribution, advertisements and advertisers.
 2. **Website and Social Media**
Communication via these mediums to whole village
 3. **Parish Plan**
Co-ordination of a group to push forward the parish plan, devise questionnaire and put out to whole village.
 4. **Events**
All events to be co-ordinated by the Committee. If necessary an event would go before full council for a decision.
 5. **Community Engagement**
General communication with village; communication with hard to reach residents (via groups associated with hard to reach residents); encourage residents to meetings; reaching out to residents using as many methods as possible.
- CE/006 Roles and Responsibilities.** To allocate areas of responsibility.
1. **Magazine – Cllr White**
Discussion took place regarding the magazine. Cllr White stated that sometime the process overseeing the whole could be difficult, especially when time was tight and deadlines looming. More attention needed to be paid to the pre-proofing of articles in dropbox. Any question over the content of an article or advert was and would continue to be passed back to the full committee via email for comment.
The Clerk would continue to proof the magazine before printing.
Cllr White would get prices on a quicker turnaround.

CW

Distribution of the printed magazines was another area that needed attention. Currently, keeping it simple worked. Magazines were dropped to one distributor who then passed them out to individuals to deliver. The timeframe of the information in the magazine was discussed. It was noted that the magazine has a one month shelf life and that more urgent information must be communicated via other mediums.

2. **Website and Social Media – Cllr Thomas**
3. **Parish Plan – Cllr Lacey**
4. **Events – Whole Committee**
5. **Community Engagement – Cllr Lacey**

CE/007 Forward Planning. To put in place a plan for the forthcoming year. Future meetings; 18th July – 9am, 15th August 9am, provisional 5th September, 9am. 7th November – 9am. February 6th 2018, 9am.

CE/008 Budget Considerations.

The budget for the current year stood at;

Item	17-18	Notes
Income:		
Advertising	5,000.00	16-17 approx.
Expenditure:		
Magazine Printing -11 edits	-4,880.00	
Expenses	-50.00	
VIP Website hosting	-90.00	
Website	-200.00	
Domain name renewal (2 years)	-30.00	
Magazine Advertising contingency	-500.00	
Website rebuild and upgrade	0.00	Provisions made in last year's budgets
Magazine Distribution	0.00	Provisions made in last year's budgets
Total	-750.00	
Including £500 allocated for Picnic in the Park and any funds remaining in the Fete budget (as yet unallocated).		

The possibility of a New Year's Eve party for 2018 was discussed. The stance on proposing a village charity for any donations from events was discussed. The Clerk would start doing a written report in meetings, a shortened version of which would be used in the magazine, to give the residents a better idea of what she and the parish council were up to.

Cllr Thomas drew members attention to the Press Standards code; centring on the values of decency, politeness, decorum and respect. It was agreed that any submission to the magazine would be considered on a case by case basis.

It was agreed that the letter recently received from a member of the public, was not up to those standards and should not be published.

The Clerk would email the submitter and politely decline to print it.

CLERK

Village event - Date 9th September.

Cat and Rachel to do games.
CH had spoken to the Storyteller and he was confirmed.
Tug of War and Football (starting at 3pm)
Bouncy assault course to be booked.
ACCG to do arts and crafts.
Allotment stand; Potentially selling fruit, vegetables and jams.
Parish Council Stand. Possibly launch PP Questionnaire at this event.
NFNPA van. Clerk to email.
PSCO Richard. Clerk to email.
Tractor Rides – possibly Ross? CH to ask.
Village groups to be contacted.
Suzi, Wild Play to attend? Clerk to contact.
School – BBQ?
Pub – alcohol (including cider)?
WI for tea and cakes
Possibly an 'Ashurst's Got Talent' competition.

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Stall holders should be self-sufficient.

CE/009 Any Other Business.

None.

Meeting closed at 10.45am.

Signed: _____

Date: _____