# Minutes of the Meeting of the Community Engagement Committee Held on 12th November 2018, 9.30am at the Parish Office, Deerleap Lane, Colbury.

Present; Cllr Emma Lacey (Chair) (EL), Cllr Heather Richards (HR), Cllr Mike Thomas (MT),

Clerk; Helen Klaassen



Cllr Andv Austin (AA)

**CE/070** Apologies for Absence. **Action** 

Apologies from Cllr White were received and accepted.

CE/071 **Declarations of Interest.** 

None.

CE/072 Minutes of the previous meeting.

The minutes were signed as a true and accurate record.

The Clerk to give a star key for the precinct noticeboard to Cllr Austin.

Clerk

Clerk

CE/073 Magazine. To consider and resolve upon;

1. Allocation of tasks; including content, delivery, distribution.

Cllr Thomas reported that he had some ideas that he would like to implement, since he had taken over as editor;

- Changing the deadline until after the Parish Council Meeting each month, as it would be easier to incorporate matters that came up at PCM. There may be potential cost implications. Clerk to find out from John how long TLC need to put magazine together.
- Increase font size
- Speak to BP to look at reworking his article offer him an actual article and use his page for actual advert
- Make the whole magazine more readable
- No random filler articles

MT

It was **agreed** to implement the changes as suggested by Cllr Thomas.

The matter of the Clerk's core tasks was raised, in relation to the discussions that took place at the recent F&R Meeting. It was agreed that the Clerk should be free to focus on those core tasks. In the case of the magazine it would be limited to advertising.

Cllr Lacey had produced a list of key tasks (appendix 1) for clarity.

Parish Council content to go on front 6 pages, with adverts in between. Possibly make those pages a different colour. Articles such as;

- News from Your PC
- Committee updates (to relate articles to key points from meetings)
- You said We Did
- Link to website
- **PC** Meetings

Parish Plan Update

MT

Article Ideas;

MT

NFNPA profiles

Pupil Editor at Foxhills. 1 page. Cllr Thomas to write to Schools

Business Showcase / Faces of Ashurst – Farmer Bryan first. Cllr Thomas to speak to him and ask Ray Dittrich if he'd like to take the portrait. Asha, Sally's and Jumbo House to be approached for business showcase.

MT

Colbury Hall; to publish their what's on? Clerk to ask when writing.

Clerk

CE/074 Website and Social Media. Clerk getting quote detail together and would bring back to next meeting.

**CE/075** Parish Plan.

Discussed under budget.

**CE/076** Forthcoming Events.

> The Christmas Thank You meeting and carols / singalong have been combined, date 11th December from 7pm.

Still needed; Pianist, Food, invites, compere.

Clerk to deal with obtaining pianist details and invites.

Clerk

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Jackie to do mulled cordial

It was **agreed** to form a working party to organise the event and a date to meet was set for Monday 19<sup>th</sup> November at 9am at Andy's House.

## **CE/077** Village in the Park Event. Review and planning for 2019.

To defer to next meeting.

#### CE/078 Colbury Memorial Hall Affiliation.

The Clerk now had a contact whom she would write to.

#### CE/079 Budget Planning.

The budget was discussed, and provisions allocated in blue below in addition to the regular items.

• poo bag dispenser, portakabin, community comms leaflets

It was **agreed** to ask for a budget of £4447.50 from the Parish Council's precept request.

(Advertising contengency)	£1,000.00
(Website rebuild and upgrade)	£900.00
(Magazine Distribution)	£1,100.00
Fete (£ Remaining after 8/09/18)	£1,807.24
Income	
Advertising	5,000.00
Precept	4,447.50
Grants	
PC Reserves Allocated	
Total	9,447.50

Expenditure	
Magazine Printing	£5,500.00
Expenses <sup>1</sup>	£100.00
VIP Website hosting	£100.00
Website	£250.00
Domain name renewal (2 years)	£37.50
Parish Plan Promotion	£500.00
jobs for Alf / CPS	£160.00
Xmas Meeting & Singalong	£250.00
Parish Plan Actions*	£2,500.00
PC Mtg Refreshments	£50.00
Total Expenditure	£9,447.50

## CE/080 Any Other Business.

An outdoor Art Exhibition in the Recreation ground was discussed and it agreed to put it on the next agenda and inform the OS Cmte of the idea.

Clerk

Clerk

Next Meeting January. Monday evening. Clerk to Doodle Poll.

Signed:			
Date:			

## Appendix 1

Item	Action
Deal with any queries over bad debts, charging for adverts	НК
Suitability and Impartiality of Articles	MT /HK
Proofing Magazine	MT / HK
Taking delivery	SR
Finding alternative for temporary or permanent gaps in distributors	MT
Generally promoting and encouraging content	MT
Monitoring content vs Adverts	MT
Budgeting, to not incur debt	MT / HK
Checking to ensure whole village being covered	MT
Comms with TLC	MT / HK