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## COMMUNICATIONS COMMITTEE

**MINUTES OF MEETING HELD:** 6 June 2022 at 7.30pm  
**VENUE:** Ingatestone and Fryerning Parish Council Chambers

**Present:** Cllrs A Farrant P Jeater L Emmett  
R Pittman  
R Skepelhorn  
(Communications  
Officer)

COM22/36	<b>To elect a chair</b> Cllr Farrant was elected chair of Communications Proposed: Cllr Jeater Seconded: Cllr Pittman
COM22/37	<b>To elect a vice-chair</b> There was no candidates that wished to stand at the meeting, this item will be deferred.
COM22/38	<b>Apologies for absence</b> Apologies were received from Cllr Batchelor and Winter
COM22/39	<b>Announcements and declarations of interest</b> None
COM22/40	<b>Matters arising for report but not for resolution</b> Cllr Farrant would like to establish what meeting day works best for the new committee members, Cllr Farrant will e-mail members in due course.
COM22/41	<b>Public participation session</b> None
COM22/42	<b>To discuss upcoming social media campaigns</b> The Communications Officer will add Cllr Farrant to a newly formed social media content shared calendar. The committee also agreed to continue to share the pylon letter on the website and social media.
COM22/43	<b>To discuss upcoming website work</b> The migration from Joomla to WordPress is nearly complete. The Communications Officer will liase with the designer to finish off stylistic touches.
COM22/44	<b>To discuss the hard copy edition of the newsletter</b> The hard copy edition is nearly ready to go to the printers, final edits are currently being made. The Communications Officer will update the committee at the next meeting about current progress
COM22/45	<b>To discuss the e-newsletter</b> The issue for July will be focused on recapping the jubilee celebrations. The Communications Officer will request from Callie Poston any footage that was collected on the day.

COM22/46	<b>To discuss community engagement</b> The committee would like to find out what makes up the demographic in Ingatestone and Fryerning and as a part of a new engagement strategy would like to organise more face to face 'councillor clinics' to discuss issues important to the residents'.
COM22/47	<b>Chair to close the meeting</b> The meeting was closed at 8.14pm. The next Comms Committee meeting is 11 July at 7.30pm to be held at the parish offices.

DRAFT