



Parish Office
 Suite 2
 4 The Limes
 Ingatestone
 Essex
 CM4 0BE
 Telephone: 01277 676759
 Email: office@ingatestone-fryerningpc.gov.uk
 www.ingatestone-fryerningpc.gov.uk

COMMUNICATIONS COMMITTEE

MINUTES OF MEETING HELD: Monday 11th July 2022 at 7.30pm

VENUE: Ingatestone and Fryerning Parish Council Chambers

Present: Cllrs A Farrant R Pittman L Emmett P Batchelor
 J Winter P Jeater M Marston
 (minute taker) (visiting)

Absent:

COM22/48	Apologies for absence - none received
COM22/49	Announcements and declarations of interest – none received
COM22/50	Matters arising for report but not for resolution – Correspondence from Cllr Hart re: Christmas competitions, Cllr Farrant to liaise and bring to future meeting
COM22/51	Approve minutes – Agreed
COM22/52	Public participation session – none
COM22/53	Election of Vice Chair – Cllr Winter (proposed Cllr Jeater, seconded Cllr Batchelor) Unanimously agreed
COM22/54	To discuss upcoming social media campaigns -In the interim period before a new officer can be employed. The Committee agreed to oversee the social media pages. Cllr Jeater to liaise with Clerk to ensure the passwords etc were passed to responsible councillors. It was agreed that new appointment must have regular communication with Committee Chair so that newsworthy items are released on social media. Cllr Farrant will report to full council regarding this.
COM22/55	To discuss upcoming website work – there was discussion regarding making the website more community focused. Immediate task to ensure the contact list of local clubs & organisation is up to date
COM22/56	To discuss the future of the newsletter – The committee were aware that many local residents relied on paper copies to keep up to date with council activities. There was a consensus that the Council should produce two magazine style newsletters, ideally April and November.
COM22/57	To discuss the future of the e-newsletter – it was appreciated that only a minority of residents received local news this way. It was seen as a companion to printed newsletters rather than an alternative. It was hoped that more residents would sign up to receive the e-newsletter which should go out monthly.

COM22/58	<p>To discuss the community engagement role of the committee and to formulate amended Terms of Reference for presentation at Full Council</p> <p>There was a general discussion regarding resident engagement and Cllr Jeater explained the use of 60 second surveys to gauge the priorities and issues that affect local residents. Cllr Farrant, Winter & Jeater to meet to draft an initial survey for use in September 2023</p> <p>It was agreed that Cllr Farrant would review and edit the Terms of Reference for presentation to Full Council in September. If agreed the Committee would be renamed the Communications and Engagement committee</p> <p>It was also agreed to set up a Comms 'What's App@ group to facilitate quick discussion and decision making.</p>
COM22/59	<p>Chair to close the meeting</p> <p>The next meeting date is to be on Monday 22nd August at 7.30pm. The meeting will be held at the Ingatestone and Fryerning Parish Council Chambers, Suite 2, 4 The Limes, CM4 0BE – Meeting closed – 8.40pm</p>