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COMMUNICATIONS COMMITTEE

MINUTES OF MEETING HELD: 11 October 2021 at 7.30pm
VENUE: IFPC Offices

Present: Cllrs D Jelley P Jeater A Farrant
M Hart R Skepelhorn
(Communications Officer)

COM21/049	Apologies for absence There were no apologies for absence received.
COM21/050	Announcements and declarations of interest None
COM21/051	To approve the minutes of the last meeting held on 7 June 2021 The minutes of the meeting held on 7 June 2021 were approved and signed by the Chair of the committee.
COM21/052	Matters arising for report but not for resolution There were no matters arising for report but not for resolution.
COM21/053	Public participation session There was two members of the public in attendance.
COM21/054	To discuss ideas for the October e-newsletter The committee discussed the main articles that would feature in the October e-newsletter, this included the playground launch event as the main story. The Google document shall be populated over the next few weeks to fill the remaining story spots. The agreed date for release was Friday 29 October.
COM21/055	Communications Officer update The communications officer updated the committee on the performance of the first two e-newsletter's to-date. The migration from Joomla to WordPress was also discussed and it was requested that the Communications Officer should contact Sue Lees for further update.
COM21/056	To discuss Facebook responses A template response was discussed and agreed by the committee which was then sent to social media page admins. Cllr Farrant will draft a response for referrals to other organisations outside of the parish council.
COM21/057	Brentwood Borough Council Bus (Cllr Hart) Cllr Hart updated the committee on the community trailer that is coming to Ingatestone on 12 October. Cllr Hart and Marston will be covering the parish council stall in the morning with Cllr Jelley covering the afternoon.
COM21/058	The GP Questionnaire/ E-newsletter (Cllr Hart)

	<p>Cllr Hart reported that the GP surgery are going to be starting a new e-newsletter. They submitted a request to be able to share their stories through the parish council newsletter which was accepted by the committee.</p>
COM21/059	<p>Ingatstone and Fryerning tourism (Cllr Hart) The committee discussed what makes Ingatstone and Fryerning different to other villages. There will be interaction with the public online as to what they think makes Ingatstone and Fryerning different to other parishes. Cllr Farrant will create a survey to include in the next e-newsletter asking this question.</p>
COM21/060	<p>To discuss supporting the artisan festival Cllr Farrant and Hart are currently working with Brentwood Borough Council to create the timeline of a communications plan. Cllr Farrant will be creating a draft of the poster with the Brentwood team which will be circulated.</p>
COM21/061	<p>Items for inclusion in the next agenda A number of items were requested to be included in the next agenda including:</p> <ul style="list-style-type: none"> - To discuss the summer festival (Cllr Hart) - To report back on Ingatstone and Fryerning strapline feedback - To discuss the artisan festival - To discuss a Christmas event - To discuss the November e-newsletter
COM21/062	<p>Chair to close the meeting The meeting was closed at 8.19pm. The next Comms Committee meeting is to be held on 1 November 2021 7.30pm at Seymour Pavilion.</p>