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## COMMUNICATIONS COMMITTEE

**MINUTES OF MEETING HELD: 1 June 2020 at 7.30pm**  
**VENUE: Zoom (Online Meeting)**

**Present:** Cllrs D Jelley (Chair) E Benson P Jeater  
Cllrs R Skepelhorn  
(Communications Officer)

CIT20/029	<p><b>Election of Chair and Vice-Chair of the committee</b>  <b>Chair: Cllr Jelley</b>  Proposed: Cllr Jeater  Seconder: Cllr Benson</p> <p style="text-align: right;"><b>Vice-Chair: Cllr Benson</b>  Proposed: Cllr Jelley  Seconder: Cllr Jeater</p>
CIT20/030	<p><b>Apologies for absence</b>  Apologies for absence were received from Cllr Hart and Pittman.</p>
CIT20/031	<p><b>Announcements and Declarations of interest</b>  There were no announcements or declarations of interest</p>
CIT20/032	<p><b>To approve the minutes from the last meeting held on 10 March 2020</b>  The minutes of the meeting held on 28 January 2020 were approved. The minutes will be signed by the Chair when social distancing requirements allow.</p>
CIT20/033	<p><b>Matters arising for report</b>  Cllr Jeater raised the membership of the committee WhatsApp group chat. The membership currently consists of:</p> <ul style="list-style-type: none"> <li>• Chair of committee (Cllr Jelley)</li> <li>• Vice-Chair of committee (Cllr Benson)</li> <li>• Chair of council (Cllr Jeater)</li> <li>• Clerk (A Wood)</li> <li>• Communications Officer (R Skepelhorn)</li> </ul> <p>If any member of the committee would like to join, they should contact either Cllr Jelley or R Skepelhorn before the next meeting.</p>
CIT20/034	<p><b>Public participation session</b>  There were no members of the public in attendance.</p>
CIT20/035	<p><b>To update the committee on the Ingatestone High Street opening content</b>  Cllr Jelley announced the plan to launch the re-opening of the High Street campaign on June 8. IFPC have been working in partnership with Brentwood Borough Council (BBC) and The Brentwood Business Partnership (BBP) to create information packs to be displayed in and around the High Street. The online and offline campaign will commence on June 8 to give detailed information on how it will all work. Cllr Jeater will contact the clerk to find out additional information. R Skepelhorn will contact Laurie Edmonds at BBC to see if they have a press release in which the Chair will contribute a quote.</p>
CIT20/036	<p><b>Newsletter</b>  It was agreed that the next newsletter will be distributed in mid-July. Following the meeting R Skepelhorn will commission the articles to writers with a submission deadline of 23 June 2020. R Skepelhorn updated the committee that both the</p>

	printing and delivery teams would be available to assist in the work on the newsletter.
CIT20/037	<b>PR</b> The committee discussed the Special Police Officer recruitment campaign. The campaign will be relaunched in an upcoming campaign starting with the production of the newsletter. R Skepelhorn will contact the coordinator from the police to find more social media content. The Neighbourhood Plan will also be launching a new campaign in the production of the newsletter letting residents know about the upcoming consultation.
CIT20/038	<b>Correspondence received at the parish office</b> None received
CIT20/039	<b>Items for inclusion in the Next Agenda (not requiring resolution or action)</b> Committee members were reminded that if they have any ideas as to what items they would like to be included that they should e-mail either R Skepelhorn or Cllr Jelley
CIT20/040	<b>Chair to close the meeting</b> The meeting was closed at 8.15pm. The next Comms & IT Committee meeting is to be held on 6 July 7.30pm over Zoom

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