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## COMMUNICATIONS COMMITTEE

**MINUTES OF MEETING HELD: 7 September 2020 at 7.30pm**  
**VENUE: Zoom (Online Meeting)**

**Present:** Cllrs D Jelley (Chair) E Benson M Hart D Carpenter  
Cllrs R Skepelhorn  
(Communications Officer)

CIT20/042	<b>Apologies for absence</b> Apologies for absence were received from Cllr Jeater
CIT20/043	<b>Announcements and Declarations of interest</b> There were no announcements or declarations of interest
CIT20/044	<b>To approve the minutes of the last meeting held on 1 June 2020</b> The minutes of the meeting held on 1 June 2020 were approved. The minutes will be signed by the Chair when social distancing requirements allow.
CIT20/045	<b>Matters arising for report but not for resolution</b> There were no matters arising for report.
CIT20/046	<b>Public participation session</b> There were no members of the public in attendance.
CIT20/047	<b>Newsletter</b> The committee further discussed the conversation raised at September Full Council. This discussion included the possibility of an e-newsletter and finding ways to efficiently reach our audiences. It was decided that a November edition would be commissioned and would use this edition as a chance to test the current format and ask for public feedback.
CIT20/048	<b>PR</b> It was discussed how the Comms committee could work with newly established working groups in order to publicise their work. It was decided that the Comms strategy would be sent to all group organisers and they would be able to populate it with pertinent news stories to go out publicly.
CIT20/049	<b>Communications Officer Update</b> The Communications Officer updated the committee regarding the Neighbourhood Plan and what stage the consultation process was. Hard copies of the plan would be delivered to the office at the week end which would be distributed to local community hubs e.g. Library. The Comms Officer also announced that each week will be focused on a different chapter of the Neighbourhood Plan picking out the key points which will be of public interest
CIT20/050	<b>Social media update</b> The Communications Officer included this agenda item in his update as they overlapped. The plans to promote the Neighbourhood Plan consultation was the main piece of information from the social media update.
CIT20/051	<b>Correspondence received at the parish office</b> None received

CIT20/052	<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
CIT20/053	<b>Chair to close the meeting</b> The meeting was closed at 8.24pm. The next Comms & IT Committee meeting is to be held on 5 October 2020 7.30pm over Zoom

DRAFT