



MINUTES

Meeting: COMMUNICATIONS COMMITTEE **Date:** 20th September 2018 **Time:** 6.00pm

Venue: PARISH COUNCIL OFFICES, HAINAULT ROAD, CHIGWELL

PRESENT: Councillors (5)

Councillors; Deborah Barlow (Chairman), Naveed Akhtar, #Richard Alvin, Rochelle Hodds and Darshan Singh Sunger.

Officers (1)

Anthony-Louis Belgrave – Clerk to the Council.

Also in Attendance (2)

There were two members of the public in attendance.

for part of the meeting.

18.13 APOLOGIES FOR ABSENCE (1)

Councillor Alan Lion.

18.14 OTHER ABSENCES (0)

There were no other absences.

18.15 DECLARATIONS OF INTEREST

It was **NOTED** that there were no declarations of interest.

18.16 FORMULATION OF A COMMUNICATIONS WORKING GROUP

Members were reminded by the Chairman that at the last meeting of this committee it was agreed the formulation of a Communications Working Group would be considered to raise the profile of the Parish Council and to inform residents of the council's activities. The Chairman advised that she had discussed this project with other members of the committee and suggested that a Working Group specific to the Community Hub Project be formulated.

After further discussions took place, it was moved by the Chairman and **RESOLVED** that:

- A Working Group specific to the Community Hub project be **AGREED** in principal.



18.17 RE-INTRODUCTION OF THE PARISH COUNCIL NEWSLETTER

The Chairman advised members that at the council meeting held on 28th June 2018, it was resolved that this committee would further investigate a proposal to re-introduce the newsletter on a possible bi-annual basis. The Clerk further advised members that the Finance & Performance committee held a meeting on 18th September 2018, at this meeting the budgetary implications of a newsletter were considered. After a vote it was resolved that this project should be progressed.

After further discussions, it was moved by the Chairman and **RESOLVED** that:

- The cost to delivering door-to-door 5,000 newsletters, 4-sided, size A3 would be determined by the Clerk and considered at the next meeting.
- The cost of printing 4-sided, size A3, colour newsletter would be determined by the Clerk and considered at the next meeting.
- Councillor Hodds would investigate a proposal to task 'Road Monitors' to deliver the newsletter.

Councillor Akhtar arrived at the meeting.

18.18 CHAIRMAN'S CHARITY UPDATE

The Chairman of the Parish Council advised members that the council's effects towards supporting the Chigwell Riding Trust recently featured in the Epping Forest Guardian newspaper, in a small article about the charity. Councillor Hodds further advised members that she is in the process of organising a fund-raising event on behalf of the Chairman's charity, which will most likely take place between the end of October and the beginning of November 2018. This event will be a 'Wine and Cheese' tasting gathering, at Grange Farm, the cost per ticket will be £15.00p. After further consultation with the manager of the Chigwell Riding Trust, the exact date and time of this event will be determined. Councillor Hodds also stated that the food and drinks would be supplied by Waitrose, however alcoholic beverages would need to be ordered in advance of the event. Lastly, Councillor Hodds stated that a horse from the Chigwell Riding Trust will be available for short rides during the Christmas Tree lighting event, scheduled for Friday 30th November 2018.

After further discussion took place, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.

18.19 CONFIDENTIALITY

The Chairman reminded members that at the previous meeting, it was agreed the policies pertaining to confidentiality would be discussed at the next meeting.

The Clerk advised members that the press and public may be excluded from meetings, wherever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that confidential information would be disclosed. However, it is ultimately the council's responsibility to resolve that one or more of the fifteen categories, as detailed in the Local Government Act 1972 is applicable and that the conditions are met. 'Guidance Note 43' details these categories and conditions.



The Clerk further advised members that in the event where the council cannot legitimately support its wish to discuss a matter formally and in private session, in accordance with Guidance Note 43, then it must refrain from going into private session.

The Clerk also reminded members that any documentation referring to a ‘confidential’ item must be marked ‘confidential’ and sent to all councillors in confidence. In the case of this Parish Council all confidential items are also printed on blue pages. Disclosure of that confidential information is likely to constitute a breach of the adopted code of conduct until the council resolves that the confidential information can be made public. The Chairman then thanked the Clerk for clarifying these matters.

After further discussion took place, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.

18.20 MATTERS TO BE BROUGHT FORWARD TO THE NEXT COMMUNICATIONS COMMITTEE MEETING

- Councillor Alvin asked that the appointment of a ‘Mascot’ to promote the Community Bus Service be considered at the next meeting. The re-introduction of the Parish Council newsletter.
- The Chairman asked that the alteration of the content and layout of the website be discussed at the next meeting.
- The Chairman asked that policing and Security in Chigwell be discussed at the next meeting.
- Media Policy be discussed at the next meeting.

18.21 DATE OF NEXT MEETING

It was **AGREED** that the next meeting of this Committee would take place on Thursday 29th November 2018.

Signed

Chairman

Date