

21/8/2023

Minutes

Present:

Cllr D Crosby (DC), Cllr P Sandys (PS), Cllr R Ward (RW), Mr C O'Connor (COC) & Mr M Brett (MB)

Apologies:

Cllr L Hooper (LH)

- 1) Appointment of Chair: David Crosby
 - a. DC nominated by RW, Seconded PS
 - b. RW agreed to take the minutes.
- 2) Terms of Reference
 - a. ToR adopted
 - b. COC / MB were asked if they would like to be co-opted onto the communications committee. COC accepted. Proposed PS, Seconded DC
- 3) Parish Council Meeting - follow up
 - a. Introductions:

COC – administrator for Sandford Scene, a community Facebook page with 660 members. MB – Editor of the Crossing, Parish magazine. Circulation of 150 paper copies and 35 emailed. All supporting greater engagement with the Parish Council. Transparency was felt to be key.
 - b. Transparency

Discussions about how best to engage the community. SPC aim to create a Neighbourhood Plan to help make the council relevant. Also currently not much more than minutes available to inform the community on SPC project plans & activity.

Agreed approach to communicating was to use a range of means: Website (as the backstop for info) / FaceBook / The Crossing / Newsletters on lamp posts / meet the Cllr options.

Agreed best way for Facebook posts was for the Chair to do that directly – perhaps with links to the website.

The Clerk is keen to pass over communication responsibilities to the Communication Committee. MB agreed to email copy dates for the Crossing. RW will write and send the Crossing article from the Council going forward.

Need also to develop ways to encourage / enable the community to give feedback. Regulations about the way Parish Councils operate are mandated, but DC highlighted the need for general discussions about what the community wants from SPC. A public forum was suggested.
 - c. Website:

All agreed there was scope to improve accessibility to information. The contract for renewal we think is in April / May next year. The next meeting will focus on what we want from the website. Access and management of the website is currently solely with the Clerk and so we need to establish a small group of people with access to support the Clerk.

- d. Internal Communications:
Picking up on the need to document Parish Council activity, projects and plans. PS outlined that we hope to establish the use of MS Teams as a means to improve the governance of the Parish Council. This is work in progress. RW is looking for funding to enable purchase of licences. General Data Protect Regulations were also mentioned, and Sandford Parish Council need to get to grips with Data Protection and information Governance.
- 4) Meet the Councillor
 - a. Louise Hooper suggested that it would be useful to offer a face to face opportunity to meet with Councillors and discuss what matters to them.
- 5) Follow up Actions:
 - a. MB to email the Crossing copy deadlines.
 - b. RW will produce an article each month following the meeting.
 - c. RW / the Clerk will post directly onto Sandford Scene / What's on in Sandford on behalf of the Council.
 - d. DC will liaise with the Clerk to establish what the website can do.
 - e. Establish a programme of dates for "Meet the Council" with LH.
 - f. DC to report back to the Parish Council at the next meeting.

Meeting concluded: 7:50pm