

## Minutes

Communications & Events Sub-Committee meeting held on Wednesday 5<sup>th</sup> June 2019 at the Parish Council office in VXCC at 6pm.

<b>1</b>	<b>Present:</b> Pauline Cox, Amanda Miller, Rick Nieto, Mark Pearson <b>In attendance:</b> Kath Lloyd, Clerk
<b>2</b>	<b>Appointment of a Chair:</b> Cllr Pauline Cox was appointed Chair.
<b>3</b>	<b>Declarations of Interest:</b> Cllr Cox gave a brief description of the definitions of pecuniary interests and reassured the members that they could declare an interest in an item at any point of the meeting.
<b>4</b>	<b>Terms of Reference:</b> the Terms of Reference were accepted subject to the names of the members being updated (see attached)
<b>5</b>	<b>Membership of Sub Group: RESOLVED:</b> that the Clerk invite John Tacon to join the group as a co-opted member. Mr Tacon has been involved previously with the sub group and his expertise is greatly valued.
<b>6</b>	<b>Minutes of last meeting and matters arising:</b> the minutes from the meeting on 10 <sup>th</sup> April 2019 were considered and the group noted updates from the Clerk: <ul style="list-style-type: none"> <li>- Litter picking: <b>RESOLVED:</b> the Clerk will put an item on facebook, notice boards and the website thanking local residents for helping to keep Great Boughton clean and tidy and asking for suggestions for future litter picks.</li> </ul>
<b>7</b>	<b>Annual Summer Picnic:</b> The Summer Picnic will be held between 12 – 2pm on Sat 22 <sup>nd</sup> June to coincide with the Circus at Thackeray Drive. Pony rides, a craft stall and the local community police team have confirmed attendance. There was a discussion about the potential of the community centre selling ice creams and cold drinks and a wider discussion about a snack bar/café service from the centre. <b>RESOLVED:</b> Cllr Nieto will try to source an ice cream freezer and a cash till; Cllr Pearson offered to help with setting up and clearing away and Cllr Miller is available from 1pm onwards to help. Cllr Miller also has a Bookers Card if needed for supplies.
<b>8</b>	<b>Great Boughton in Bloom:</b> to take place on Monday 23 <sup>rd</sup> Sept, Mayor and venue are booked, the event will take place at Caldly Valley Neighbourhood Centre again as the venue worked well last year. Cllr Miller suggested a potential speaker and the Clerk will follow up the lead.
<b>9</b>	<b>Newsletter:</b> following a comprehensive discussion about format, content and distribution, the following was <b>RESOLVED:</b> <ul style="list-style-type: none"> <li>- That the next newsletter should focus on Great Boughton in Bloom with smaller pieces on litter picks and recent events. It was agreed that there should be a regular item on the defibrillators.</li> <li>- Cllr Nieto will investigate different styles/formats of newsletters and liaise with the Clerk.</li> <li>- The Clerk will provide a costings comparison between the current distribution method and door to door deliveries for consideration at the next meeting.</li> </ul>
<b>10</b>	<b>Date of next meeting:</b> Wed 11 <sup>th</sup> Sept at 6pm
<b>11</b>	<b>To agree recommendations for approval:</b> none needing approval by council

<b>12</b>	<b>Information exchange:</b> there was a discussion about the branding and marketing of the council and the public perception of the role. It was felt that the council's image needed consideration eg. name and logo. It was noted that references to North and South wards was confusing to the general public and should be avoided and that the way the council is presented could be more inclusive and relevant to local people.
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## **Communication and Events Sub Group**

### **Terms of Reference**

#### **Purpose**

To ensure that the Parish Community of Great Boughton is informed and aware of events within the parish through the development and delivery of an annual Communications and Events plan.

#### **Key Responsibilities**

- 1) Act as the lead group responsible for all forms of communications by the Parish Council, including website, newsletters, and press releases.
- 2) Establish and run Parish wide events.
- 3) Support Vicars Cross Community Centre and Caldby Valley Church Centre in their own communications and events.
- 4) Act as a signpost for information on the delivery of services within the parish by other relevant organisations.
- 5) Promote other relevant events occurring within the parish or events that may be of interest that are outside the area.
- 6) Regular reporting to Great Boughton Parish Council.

#### **Membership**

Membership of the committee will consist of Councillors from Great Boughton Parish Council. The sub-group also may co-opt members of the community to add expertise to the committee. Membership will be dynamic and may change in response to the requirement for additional skills and experience. Current group members are:

- Pauline Cox (Chair)
- Amanda Miller
- Rick Nieto
- Mark Pearson
- John Tacon (co-opted)

#### **Frequency of meetings**

Meetings will initially be held on a quarterly basis, with actions progressed /delivered between meetings.

Correspondence between meetings to update on progress of actions may occur via email as well as task and finish groups on particular actions.