

EDGMOND PARISH COUNCIL

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COMMUNICATION COMMITTEE

MINUTES of the meeting held on **Thursday 8th December 2016** in Edgmond Village Hall at 2pm.

Present: Councillor G Jones
Councillor R Higginson
Councillor P Doherty
Councillor M Barton
Councillor D Ryan

In attendance: Katrina Baker (Clerk)

C2016/51 Welcome

The Chairman welcomed all Members and thanked them for attending.

C2016/52 Apologies

Cllr P Hughes
Cllr R Hayhurst

C2016/53 Declarations of Interest

None

C2016/54 Minutes of the meeting held on 6th June 2016

It was proposed by Councillor G Jones and seconded by Councillor M Barton, all were in favour and it was

RESOLVED that the Minutes of the meeting held on 6th June 2016 be signed by the Chairman as a true record.
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C2016/55 Matters Arising from the Minutes, for information

- a) Edgmond Hall
As part of the Neighbourhood Plan consultation, the Parish Council will visit Edgmond Hall to introduce the NP and will discuss the possibility of future meetings and invite them to attend the Annual Parish Meeting. It would be interesting to know if they notice any local 'issues' when they are walking around the village.
- b) Edgmond Parish Website
29 residents are now registered to receive email notification of new items added to the website.
The annual fee has reduced following the upgrade to the new format.
The Clerk receives email correspondence via the 'contact us' tab on the website, which is positive.

The Parish Council has received very favourable comments regarding the format and content of the site and Upperbridge use it is an example of good practice.

Cllr Doherty wished to extend thanks and appreciation to Roger Withnell of Upperbridge Enterprises for the help and support in setting up the new site and transferring material from the old version.

Cllr Doherty and the Clerk will continue to update the website.

A plan showing the boundary of the Conservation Area will be added to the site.

The Clerk will request a digital map of the Parish, including Rights of Way, to be added to the site.

Members discussed the possibility of a Members only page, but it was agreed that this was not required at this time.

C2016/56 Fundamentals for Councillors

Members discussed the training session provided by Dianne Dorrell, the County Secretary of SALC, regarding Fundamentals for Councillors. All Members had found it interesting and useful. Members had an opportunity to ask additional questions or to raise any matters.

A discussion continued regarding the use of email for Council Business and it was agreed that the Communication Protocol explained the position and it was clear that, to protect Members and in recognition of possible Freedom of Information requests, the Parish Council should adopt a Communication Protocol for Edgmond Parish Council.

Members would recommend that the Fundamentals for Councillors be added to a future Agenda in order that Members can discuss, between themselves any matters that have been raised since the training session.

C2016/57 Communication Protocol

Members had an opportunity to discuss the content of the draft document that had been circulated and discussed examples of the use of email and how they would be dealt with within the terms of the protocol.

With the addition of advice regarding acknowledgements of email correspondence, it is recommended that the Communication Protocol for Edgmond be adopted.

A review of the Protocol would be undertaken by the Communication Committee in approximately three months time.

C2016/58 Working with the Community

a) Neighbourhood Watch

Members had included information in recent magazines and on the website. An invitation for more co-ordinators had been extended to residents across the Parish, but there had been little interest.

The Police had confirmed that they would share information with the Parish Council and would ask for assistance when required to gather local information or knowledge.

The Parish Council would promote the use of 101 – it is essential that anyone who sees anything that they would consider 'unusual' or 'out of the ordinary' direct to the Police at the time. The Police have confirmed that they

would rather receive more reports of suspicious activity which resulted in no action than missing something that could be important. Ringing 101 is essential and the police invite the community to use it more often. The Clerk will include information in the next magazine article in the February edition.

C2016/59 Parish Logo

Members agreed that the Parish Council should have a suitable logo. In order to assist in gathering ideas for what could be included on it, the Clerk will contact the school, guides, scouts, Sunday School and HAU to ask for suggestions and possible designs.

Members also discussed the most appropriate 'font' to use for communications. It was agreed to ask Members for their opinions regarding, Arial, Sans Serif, Comic Sans or Candara.

Members agreed on the importance of a professional image and the current font used on the letter heads and minutes, has now been used for many years and is out-dated.

C2016/60 Any Other Business

a) Parish Council Email addresses
In line with the communication protocol and within the Fundamentals for Councillors, it is recommended that Councillors have individual and personal email addresses which are not shared.

The Clerk would enquire if this is possible via our website provider and what the cost would be, per member, per annum. Other 'no charge' providers are also available.

b) Parish Magazine
Members agreed it would be useful to encourage other Members to provide information to be included in future editions of the magazine. The deadlines will be published and Members will have the opportunity to write a report, if they wish.

February edition	The Clerk
March edition	Cllr Barton
April edition	Cllr Jones
May edition	Cllr Higginson
June edition	Cllr Ryan

Draft articles will be sent to the Clerk before the deadline and whilst the content will not be altered it may be necessary to edit it and it would be included in the article which may also contain other relevant information.

There being no further business, the Chairman closed the meeting at 3.40pm.

SignedDate