

Communications Group Notes – 26th February 2026

1. **Present:** Cllrs Melville (Chair) (JM), Sharp (AHS), Arger (MAr), Alesi (MA) and Martin (AM)
2. **Approval of Last Minutes**
Agreed as a true reflection of the meeting.
3. **Annual Report**
 - JM has produced a first draft. Groups and office teams need to be checked.
 - Working groups' reports needed by 13th April. Include short EFS and HR mention of role. Plus brief RFO report to Finance figures. 200 words for each report + photo if appropriate.
 - Add QR codes to meetings' calendar
 - Links to website re Strategic Action Plan.
 - Add My Community Voice and 5 Steps to Preparedness, to include a brief explanation of each.
 - Update report to council on 9th March
 - **ACTION: JM to ask SCEG if they would like to add a flyer to publication.**
4. **Projects**
 - Council videos/script draft: ultimate aim to produce short videos similar to those by Headcorn PC. In the meantime: **ACTION: AHS to trial short films with typed words as banner advertising Litter Pick, Councillor Surgeries, 3G pitch updates etc**
ACTION: AHS to check with Clerk re status of Payback Team returning. (MA has given Clerk a contact detail.)
 - How to Guides – nothing to report at present
 - Parish Booklets – **ACTION: MA to look again at these**
 - Audio System – sound system works well in North Hall, so need to establish what is the problem in South Hall. **ACTION: JM to liaise with Steve Lenham.**
AM has contact re getting advice on alternative provision if required
 - Website: AM still researching.
5. **Marketing Strategy**
 - Discussion re poster to be added to FB page. Cllr Wakeford has suggested a more appropriate design. **ACTION: JM to send this version to Clerk and JT to post.**
6. **AOB** – None
7. **Next Meeting** – 2nd April at 7pm (possibly on TEAMS)