

## Communications Group Meeting – 7<sup>th</sup> May 2-26 at 1.30pm

### 1. Present:

Cllrs Melville (JM)(Chair), Alesi (MA), Arger (MAr), Martin (AM) and Sharp (AHS)  
Jean Terry (JT)(PSO) and Richard Griffiths (RG)(Parish Clerk)

### 2. Minutes of last meeting

Agreed by Councillors present as a true record.

### 3. Website

- RG went through draft specification re selecting another website provider. Discussed items to be added to spec for SPC, to ensure a focus on planning portal and integration with other local authorities, plus problem reporting.
- Other Parish Council websites have been researched. Hugo Fox and Parish Online not considered suitable. **ACTION: JT will make contact with surrounding parishes and enquire about their website analytics, who their providers are and collect some feedback on how they found modernising their websites has helped with outreach.**
- JM went through user data on our current website, as we need to be able to track what is happening.
- JT explained that it is difficult to print analytical data from Facebook.
- AHS is trying to negotiate an admin password on council FB page, as part of idea to post newsreels. **ACTION: AHS to liaise with JM re alternative way to produce reels.**
- RG suggests need to review policies to ensure they are up to date and reflect good practice.
- Aim to report to council asap, once determination of shortlist and preferred provider is agreed.

### 4. Annual Report

Everything on track – needs one or two outstanding reports – need to check councillor list of groups/committees.

### 5. Marketing Strategy

RG talked through this item, which aims at promoting the projects and work of council. **ACTION: Clerk to forward a sample format to consider.**

Aim is to engage more councillors.

### 6. AOB

- MAr and AM are attending a Parliamentary Prayer Breakfast at All Saints tomorrow. They will represent SPC.
- MAr has attended the Friends of All Saints AGM and suggests that their activities are promoted in village updates, especially the successful Lego Challenge.
- MAr suggests Staplehurst Library User Group (SLUG) is asked to write a report for future VUs.
- MAr volunteered to be the SPC rep on SCEG.

- Re APM, AHS and JM to undertake a dry run re projector slide show etc this afternoon.
- RG agreed to water the new planters outside the Office and to oversee the removal of the broken planters.

**7. Next meeting: Wed 3<sup>rd</sup> June at 7pm in the Youth Club.**