

Communications Group Notes – Wednesday 18th June 2025

Present:

Cllrs. Castro (JC)(Chair), Riordan (PR), Sharp (AHS), Alesi (MA) and Martin (AM)

Apologies:

Cllrs Arger and Melville

AGENDA

1. Minutes of the last meeting were agreed as a true record.
M/A – already on the agenda
2. **Website Proposal**
 - Heliocentrix has prepared a new website spec as requested
 - Further research will be undertaken with Hugo Fox and Cllr Melville's contact
 - The group is looking to achieve a more interactive and interesting website, more in line with other local parish councils.
3. **Rolling Programme of Organisations for Village Updates**
 - MA has a list she has compiled re booklets and will now compare these with a list provided by Jean.
 - Ways forward (1) advertise space to organisations to be selected on a first come, first served basis or (2) Ask councillors for input or (3) use a rota of names.
 - **ACTION: PR to check with Tony Henley (Parish magazine) if they would have any objection to us using a rota of organisations which might already have info printed in the parish magazine.**
4. **Publications**
 - (a) **Annual Report** – Discussion re pulling of publishing date by Clerk. JC has researched legality of KALC's advice. **ACTION: Request to Chair to seek clarification from NALC.**
 - (b) **Village Updates** - keep to same deadline dates, with copy for the August edition being requested by 23rd July (preferably 18th). Main page to focus on allotments, to coincide with Tom Burnham's article from the Staplehurst Society archive.
ACTION: AM to contact Katie Lam's office re interview. Email rachel.phipps@parliament.uk
5. **Disclaimer**
 - Discussion re whether we need a signed form at all. If so, perhaps it should be the users of PC equipment who should sign.
 - **COMMUNICATIONS recommends to SPC that a disclaimer form should be signed by users of PC machines and that a policy should state best practice for councillors using their own equipment.**

6. SharePoint Structure

- JC explained how this would work. Full demonstration to be main agenda item for next meeting. Group discussed and brainstormed typical folders and designs.
- **Communications recommend to SPC that Cllrs Castro and Melville liaise with Helocentrix to design an appropriate structure for SPC.**

7. Booklets

- Planning would be suitable for inclusion in SharePoint.
- **ACTION: MA to compare the two lists she has currently. For example, Jean's list contains days and times when organisations meet, which is helpful.**

8. AOB – None

9. Next meeting – Wednesday 16th July at 7.30pm