

COMMUNICATIONS WORKING GROUP MEETING

26th October 2009

REPORT

1. Following the acceptance of the Comms Group recommendation to brand all new Parish Council provided street furniture, we were asked to recommend the position of the decals on the new bus shelter and their size. We recommend 4. These to be placed on the outside and inside of each end. We also recommend that the size is decided by the Clerk's office after an inspection of the shelter.
2. Articles for the December newsletter were agreed as follows:
 - History of the Clock Tower (Liz Dowell to liaise with Ian Toplis for a half side of copy)
 - Recreation update to include London Rd site and other recreation areas - Stephen Worth (half page + pictures)
 - Village Quiz – Alan Myers (+ possible cartoon?) Half page
 - 2010 date calendar – with all known PC dates for next year – Liz and Fiona to put together
 - Chairman's Christmas Message – Sue (half page)
 - Snippets - little items to break up the pages. Possible topics include the fish census in the pond and the carol singing

The deadline for copy is November 18th. Copy to be e-mailed to Fiona Liz and Emma.

Liz is to get quotes for an external print run of 1500 and 2000 copies to compare with internal costs. 2 costs for distribution to all households to be sought too.

2b. The group reviewed the current 'WPC Communication and Community Engagement Strategy' with specific reference to the publication and distribution of the newsletter where the policy states that the 'Quarterly Newsletter will be published and distributed to all houses in the parish'. It was felt that this may be too expensive to achieve and thought that it had not been included in the budget for next year. Quotes are being sought for both external printing and distribution to help in a final decision. Should this cost be prohibitive then the group will recommend a policy change to read 'Quarterly newsletter to be published and made available to the Parish'.

3. The Group will update the information boards with new photos as a part of the next meeting on November 30th, to be held in the Clock Tower. This will then be on display at the Charity Market.
4. The group members were asked to think about the content of the revamped website with respect to how we can improve communication of information . Ideas to come to the next meeting.