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DRAFT Minutes of the meeting of the Communications Committee held **Monday 4 January at 6.15pm** using Zoom digital platform (joining details are below)

To be approved at the Communications Advisory Committee meeting to be held on Monday 1st February 2021

Present:

Councillor D. McEwan (Vice-Chair), Councillor M. Eyre, Councillor M. Biscomb, Councillor J Mawson, Val Laycock, Joy Bate and Debi Meir (Clerk)

In the absence of the Chair, the Vice-Chair chaired the meeting.

AGENDA

066/2020. Apologies

a) To note apologies received and approve any reasons for absence

Not received

067/2020. To Note any Declarations of Interest

a) To note declarations of interest not already declared under members code of conduct or members register of disclosable pecuniary interests

No further declarations made

b) To approve dispensation requests

None received

068/2020. Public Participation

Members of the public who wish to speak regarding an item within the remit of the Communications Advisory Committee may do so.

PLEASE NOTE: Total time limit for this item is 15 minutes.

None present

069/2020. Meeting of Communications Advisory Committee held 7 December 2020

a) To approve minutes of the meeting of Communications Advisory Committee held 7 December 2020 as a true and accurate record of that meeting

It was resolved to approve the minutes of the meeting of Communications Advisory Committee held 7 December 2020 as a true and accurate record of that meeting\

070/2020. Communications Committee Administration

- a) To review the Communications Committee 21/22 budget and make a recommendation to full council

The proposed budget for 2021/22 was reviewed and **it was resolved** to reduce the budget recommended to full council to £9,400, by reducing the Kippax Calendar budget by £600.

071/2020. Kippax Matters Magazine

- a) To receive an update on the Kippax Matters Magazine including advertising

Two enquires have been received about advertising in the magazine. **It was resolved** to put the information about half price advertising for this year on the website.

It was resolved to request samples and quotes from the supplier for using different quality of paper for the magazine, so see if any savings can be made.

The printer will be asked to print an apology in the next magazine for the error on the Christmas competition winners.

072/2020. Village Calendar

- a) To receive the final figures on calendar sales

The calendars will remain on sale until the end of January. Over £300 has been taken so far.

073/2020. Active Kippax Guide

- a) To receive feedback on the Active Kippax Guide

Good feedback has been received on Facebook, but one complaint has been received about one of the routes included in the booklet. This will be investigated and an apology and correction will be published in the next magazine.

074/2020. Mobile Display Boards

- a) To consider the condition/usefulness of the mobile notice boards and where to store them

The mobile display boards are not in good condition and are difficult to use. **It was resolved** to move them to the container to be stored along with the council's other equipment.

075/2020. Next Meeting

- a) To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting

None

- b) To confirm date of next meeting of Communications Advisory Committee as Monday 1st February 2021 at 6.15pm

It was resolved to approve the date of the next meeting as Monday 1st February at 6:15pm

Meeting closed 6:50pm