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Minutes of the meeting of the Communications Committee held Monday 7th March at 6.15pm in the Valley Ridge Community Centre.

Approved at the Communications Committee meeting held on 6th June 2022

Present: Councillor M. Eyre, Councillor D. McEwan, Councillor A. Hudspith, Councillor J. Mawson, V. Laycock, Councillor H. Richardson, and D Meir (Clerk)

064/CM/2122. Apologies

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

Apologies were received from J. Bate and it was resolved to approve the reason for absence.

065/CM/2122. 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

None

b. To approve dispensation requests

None

066/CM/2122. 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

067/CM/2122. Meeting of Communications Advisory Committee held 10th January 2022

a. To approve minutes of the meeting of Communications Advisory Committee held 10th January 2022 as a true and accurate record of that meeting

It was resolved to approve the minutes of the meeting of Communications Advisory Committee held 10th January 2022 as a true and accurate record of that meeting

068/CM/21222. Kippax Matters Magazine

a. To receive an update on the Kippax Matters Magazine including advertising and agree any actions

The March Edition of the magazine has been received and is being distributed. Councillor McEwan will request an electronic version of the final copy so it can be posted on the website. The advertising has been invoiced and three have paid to date. An article on the pride flags will be prepared for the June edition.

- b. To agree a process for informing the clerk of advertisers.

It was resolved that the Clerk would be copied into the final version that is sent to the printers so she has the details of the advertisers and a copy for the website.

069/CM/2122. Village Calendar

- a. To receive an update on the calendar sales and agree any actions

A further £110 has been collected and banked. Buds and Bloom is still closed so the money from the three they have sold has not yet been collected. To consider how many to produce for next year at the June meeting.

- b. To receive feedback on the calendar and agree any actions

No further feedback received.

070/CM/2122. Longer walks booklet

- a. To receive an update on the longer walks booklet and agree any actions

A booklet and laminated sheet for short 1–3 mile walks is being published and funded by the NHS to help tackle obesity. Councillor McEwan has prepared ten 5-10 mile walks and will ask Councillor M. Biscomb for help on how to pull them together into a booklet.

071/CM/2122. Communication Strategy

- a. To consider the councils wider communications strategy and agree any actions

An article has been published in the magazine about the noticeboards in the village and feedback requested on how communications can be improved. To be considered further at the next meeting how to improve non-digital communications.

- b. To consider the management of the noticeboards and make recommendation to full council

It was resolved to recommend to full council that Councillor Eyre takes over putting notices up in all the noticeboards.

- c. To recommend to full council to replace the missing noticeboard fittings at a cost of £10+ VAT

It was resolved to recommend to full council that the missing noticeboard fittings are replaced at a cost of £10 + VAT

072/CM/2122. Annual Village Meeting

- a. To consider the arrangements for the Annual Village Meeting and make recommendations to the Chairman of the Council.

The annual Village meeting is to be held in on Thursday 24th March at 7pm in the Methodist Church Hall and the Ward Councillors, police and other voluntary groups have been invited to attend. V Laycock will prepare a poster, which Councillor Eyre will put in the noticeboards and Councillor Richardson will distribute to schools and shops. **It was resolved** not to provide refreshments and to recommend to full council to approve the cost of £25 for the hire of the hall.

073/CM/2122 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 Committee as Monday 4th April 2022 at 6.15pm

It was resolved to confirm date of next meeting of Communications Committee as Monday 4th April 2022 at 6.15pm

Signed: _____ Date: _____