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Minutes of the meeting of the Communications Committee held Monday 1st August at 6.15pm in Valley Ridge Community Centre

Approved at the Communications Committee meeting held on Monday 5th September

Present : Councillor M. Eyre, Councillor D, McEwan, Councillor J, Mawson. Councillor H, Richardson

021/CM/2223. Apologies

- a. To note apologies received and approve any reasons for absence
Apologies were received from D, Meir. J, Bate and V, Laycock and it was resolved to approve the reasons.

022/CM/2223. 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

023/CM/2223. 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

024/CM/2223. Meeting of Communications Committee held 4th July 2022

- a. To approve minutes of the meeting of Communications Committee held 4th July 2022 as a true and accurate record of that meeting
It was resolved to approve the minutes of the meeting of the Communications Committee held on 4th July as a true and accurate record of that meeting

025/CM/2223. Kippax Matters Magazine

- a. To receive an update on the problems with the delivery of the magazine and agree any further actions.
No updates
- b. To receive an update on Probus and agree any further actions
No further communications have been received from Probus
- c. To consider and approve what to do with left over copies of the magazine
Cllr McEwan to ask printer if they print more than the order and also to get distribution figures from J Bate to ascertain why there are copies left over
- d. To consider reducing the quality of the paper used to print the magazine
It was resolved to enquire if reducing the quality of the paper would reduce the cost
- e. To consider and approve alternative quotes for the printing of the magazine
Alternative quotes are still to be obtained
- f. To receive an update on advertising income received and agree any actions
All but one advertiser has paid.
- g. To receive a list of confirmed advertisers for the September magazine and confirm the process for agreeing advertisements

All regular advertisers have confirmed they wish to be in the next issue except the advertiser that hasn't paid.

One new business has asked to advertise

- h. To receive a report on the Kippax Matters Magazine from the Editorial Team and agree any actions

Nothing to report other than the next issue was been prepared to be sent to the printers for a proof copy to be returned for reviewing

- i. To review and confirm the process for reviewing and approving the magazine and any changes that can made after approval

It was resolved to call an extraordinary meeting to agree the proof copy.

A date for this meeting was suggested as Monday 15th August at 6pm but will depend on how quickly the printer can produce a proof copy

- j. To consider and approve any restrictions to be imposed on free advertising

It was resolved that the magazine editors receive approval from the communications committee prior to any free advertising

- k. To approve the revised terms of reference for the Magazine Editorial Team with any amendments agreed under items i. and j.

The revised terms of reference were approved

026/CM/2223. Longer walks booklet

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

Councillor McEwan is continuing to produce a draft copy of the booklet

027/CM/2223. Village Calendar

- a. To consider and approve the alternative quotes for the printing of the calendar

No alternative quotes have been received.

It was resolved to ask the printer if an alternative method of hanging the calendar could be quoted.

- b. To review the photographs submitted for the calendar and approve which are to be included in the calendar

75 entries have been received and it was resolved to look at them at the next extraordinary meeting when the magazine content will be discussed

028/CM/2223. Communication Strategy

- a. To consider how to improve non-digital communications strategy and agree any actions

To be considered at the next Communications meeting

029/CM/2223. Environmental Impact

- a. To consider the proposals on how to reduce paper used by the committee and agree any actions

Reduction of the use of paper should be considered before printing

030/CM/2223. 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 5th September 2022 at 6.15pm

It was resolved to confirm the next meeting of the communications Committee as Monday 5th September 2022 at 6.15pm but an extraordinary meeting will be held before that when the date of receiving the proof copy of the magazine is known

Signed: _____ Date: _____