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Minutes of the meeting of the Communications Committee held Monday 5th September at 6.15pm in the Valley Ridge Community Centre.

To be approved at the Communications Committee meeting to be held on Monday 3rd October 2022

Present; Councillor M Eyre, Councillor J Mawson, Councillor H Richardson and J Bate

036/CM/2223. Apologies

- a. To note apologies received and approve any reasons for absence
Apologies were received from Councillor D McEwan, V Laycock and D Meir (Clerk) and it was resolved to approve the reasons

037/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

038/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.

Richard who distributes the Magazines attended and explained how the lead posties come and collect the magazines from his garage

039/CM/2223. Meeting of Communications Committee held 1st August 2022

- a. To approve minutes of the meeting of Communications Committee held 1st August 2022 as a true and accurate record of that meeting
It was resolved to approve the minutes of the meeting of Communications Committee held 1st August 2022 as a true and accurate record of that meeting.

040/CM/2223. Extraordinary meeting of Communications Committee held 15th August 2022

- a. To approve minutes of the extraordinary meeting of Communications Committee held 15th August 2022 as a true and accurate record of that meeting
It was resolved to approve the minutes of the meeting of Communications Committee held 15th August 2022 as a true and accurate record of that meeting.

041/CM/2223. Kippax Matters Magazine

- a. To receive an update on the problems with the delivery of the magazine and agree any further actions.
J Bates explained there were 2 lead posties short but was sure someone would take up the roles.
- b. To receive an update on Probus and agree any further actions
Probus had expressed interest to pay for an advert in the December issue.
- c. To receive the quantity of magazines distributed to each postie and the number of left-over copies and approve any actions
Richard thought 4690 Magazines were collected from him by the posties
J Bates said others went to shops and various people that didn't live in Kippax but liked getting a copy but would update the distribution list to clarify the numbers required to be printed.
- d. To consider reducing the quality of the paper used to print the magazine
It was resolved to defer this item until next meeting when more Committee members would be in attendance
- e. To approve the increase in cost of £200 for printing the September magazine
It was resolved to approve the increase of costs as there was no alternative as the magazine had been printed.
- f. To consider and approve alternative quotes for the printing of the magazine
It was resolved to defer this item until next meeting when more Committee members would be in attendance
- g. To receive an update on advertising income received and agree any actions
It was agreed the advertising was ok
- h. To receive a report on the Kippax Matters Magazine from the Editorial Team and agree any actions
Nothing to report
- i. To consider and approve any requests for free advertising in the December Magazine
None
- j. To consider whether to impose any restrictions on what advertisements will be accepted for the magazine and amend the Editorial Teams terms of reference accordingly.
It was resolved to accept any advertisers whose services could be used by residents of Kippax
- k. To consider the format of the magazine and agree any actions
It was resolved to defer this item until next meeting when more Committee members would be in attendance

042/CM/2223. Longer walks booklet

- a. To receive an update on the longer walks booklet and agree any actions
Nothing to report

043/CM/2223. Village Calendar

- a. To consider the quote for the printing of the calendar and make recommendation to full council
It was resolved to recommend to full council to stay with the existing printer
- b. To consider the price to charge for the calendar and make recommendation to full council
It was resolved to recommend to charge £3.00 per calendar
- c. To consider whether to provide a free copy to posties and make recommendation to full council
It was resolved to recommend to full council not to provide free copies to the posties
- d. To review and approve the calendar proof and agree any further actions
It was resolved to provide suggested alterations to be approved at next Full Council meeting.

044/CM/2223. Communication Strategy

- a. To consider how to improve non-digital communications strategy and agree any actions
Nothing to discuss

045/CM/2223. Next Meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
All items deferred from this meeting
- b. To confirm date of next meeting of Communications Committee as Monday 3rd October 2022 at 6.15pm
It was resolved to confirm the date of the next meeting of the Communications Committee as Monday 3rd October 2022 at 6.15pm

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