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**DRAFT** Minutes of the Communications Advisory Committee meeting held Monday 7 September 2020 via Zoom.

***To be approved at the Communications Advisory Committee meeting to be held 5 October 2020***

**Present:**

Councillor D. McEwan (Vice-Chair), Councillor M. Eyre, Councillor M. Biscomb (Acting Clerk), Councillor J. Almond, Joy Bate, Val Laycock

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

**026/2020. Apologies**

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

**It was resolved** to approve Cllr Osman's reason for absence from this meeting.

**027/2020. 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.

**028/2020. 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.

No public present.

**029/2020. Meeting of Communications Advisory Committee held 3 August 2020**

- a) To approve minutes of the meeting of Communications Advisory Committee held 3 August 2020 as a true and accurate record of that meeting.

**It was resolved to** approve the minutes of the meeting held 3 August 2020 as a true and accurate record of that meeting; signed and dated by the Chairman

**030/2020. Kippax Matters Magazine**

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

September's issue is out for delivery now. A poster regarding advertising discount for 2021 will be included in December's issue, the noticeboards and social media and will be offered on a first come first serve basis.

**031/2020. Village Calendar**

- a) To consider the cost and distribution factors of the 2021 Kippax Calendar

Calendars are due to be delivered in September and the committee will be approaching high street stores to help sell them.

**It was resolved** to recommend to full council to charge £2.50 each for the calendars and to provide the magazine posties with a free one each.

**032/2020. Active Kippax Guide**

- a) To receive information from the Youth Advisory Committee on an Active Kippax Guide and consider the way forward.

Cllr Almond updated the committee on her work with the Community Care Partnership and their work on obesity initiatives. The Youth Committee is interested in creating a guide on staying active in the community and the local facilities (eg. Tennis courts and gym) and considered working with the Communications committee to include walking routes as well. The CCP have agreed in principal to fund the printing costs (and include some information in the guide) depending on the costs and the design work will be doing by Cllr Biscomb, Almond and McEwan. Cllr Almond is also discussing the project with our surrounding parishes to see whether they would like to be involved.

Initial costs from the printers are:

16 pages: £995 for 4,000 copies / £1,255 for 6,000 copies

24 pages: £1,205 for 4,000 copies / £1,495 for 6,000 copies

**It was resolved** to update the council on the project and the committee's desire to be involved. Councillor Almond will determine whether there will be any costs to the council.

**033/2020. Kippax Parish Council Website**

- a) To receive a report from Vision ICT re. the accessibility status of Kippax Parish Council's website

The Acting Clerk reported that the accessibility statement has been added to the website and the report has highlighted areas for improvement. There is no immediate deadline to amend the site and therefore **it was resolved to** assign the tasks to the new clerk once in position.

**034/2020. Christmas Card Competition**

- a) To consider the way forward regarding the Christmas Card competition for 2020

Considering Covid-19, Councillor McEwan is going to contact the schools to gauge whether they would like to be involved this year, and whether an alternative format (eg. Digital) would be better.

It was discussed that asking the art group to design cards this year would be an alternative if the schools are not able to be involved.

**035/2020. Next Meeting**

- a) To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
  - Update on calendars
  - Update on Christmas cards.
  
- b) To confirm date of next meeting of Communications Advisory Committee as 5<sup>th</sup> October 2020 at 6.30pm

***It was resolved that*** the next meeting of Communications Advisory Committee be held on 5<sup>th</sup> October 2020 at 6.30pm via Zoom.

***Meeting closed at 19:00***

Signature.....

Date.....

