

COMMUNICATIONS GROUP MINUTES – 24th September 2024

Present: Cllrs Alesi (MA), Castro (JC) and Martin (AM)

1. **Apologies: Cllr Riordan**
2. **Minutes of last meeting agreed/Matters Arising**
 - Re Chair's video report – PR has agreed to record the reports in the office. Clerk has advised that the report script must be circulated to all councillors prior to recording for their agreement.
 - Re Village Update – feedback has highlighted the need for some of the QR codes (ie Volunteering section) to be bigger
3. **Winter edition of Village Update**
 - We need a policy on which groups should be included in the update and then a rota spread over the 4 editions.
 - MA recommended a Sevenoaks website re village links: Bettertogethercommunity.org.uk
 - Discussed format of next edition (copy by 18th-21st Oct). Front page could be an introduction to new councillors. Also to be included, with more photographs: Men's Shed and Youth Club, Litter Pick, Defib in phone box, article on Wimpey Field being maintained by Medway Valley, historical info (JC already has this from Tom Burnham), Councillor and Police Surgeries, info about Community Voice emails, info re training courses undertaken by parish councillors, Duke of Cornwall Awards re SEHT children + Kent Resilience Forum, SPPG/Surgery update, interview John Perry, Guides.
4. **Fleece jackets/ID cards – postponed to next meeting**
5. **Information Booklets**
 - MA is continuing to work on this. JC can produce the final booklet format.
 - Discussed possibility of purchasing a digital display board for the Parade
 - Discussed possibility of working jointly with SCENic to provide historical information display boards around village.
6. **Website information**

Discussed in detail and made several amendments to copy for website. JC will pass on to Clerk
7. **IT policy and project delivery plan**
 - **Service Contract Specification:** Discussed and went through in detail. Various amendments made.
 - **Next steps:** JC to check comparable costs. Website will not be touched. Specification to go out to tender to 3 providers, one of whom should be Heliocentrix.
8. **Budget 2025/6**
 - Some confusion re info from RFO on communication costs. JC to seek clarification.
 - Discussed likely increase in costs of Village Updates – need to add 10% (say £5200 and £5700)
 - Funding for booklets and activities/events website (say £2000) (still being costed)
 - Funding for new IT system (current £6K computer support would be off-set)(project still being fully costed). Decision whether to purchase or lease would impact set-up costs.
 - Liaise with SCENic re joint project
9. **AOB – None**

Next meeting 16th October

