

## Communications Group Notes – 7<sup>th</sup> November 2024

Present: Cllrs. Arger (MAR), Martin (AM), Castro (Chair) (JC), Alesi (MA), Riordan (PR), Sharp (AHS)

### AGENDA

- i) **Apologies: N/A**
- ii) **Last notes accepted – No matters arising**
- iii) **Village Update**
  - **ACTION. MAR to check print number required from Clerk**
  - Interview suggestions – Silke Tetzlaff, Crouch Butcher, Homeleigh, Balfour Winery, Judge Tipples **ACTION: AM**
- iv) **VU Copy dates**
  - Annual Report copy received by 24<sup>th</sup> January – check all dates with Office
  - Autumn Report copy received by 1<sup>st</sup> August
  - Winter Update copy received by 17<sup>th</sup> October
- v) **IT Changes**
  - Recommended to lease rather than purchase new machines
  - JC has discussed tech with Clerk
  - IT Policy proof read in meeting – amendments/corrections noted
  - **ACTION: All group to re-read policy**
  - Suggest premium package for Office
  - Question re data insurance/protection. All stored in Microsoft services within UK.
  - Question re confidential items/protection
  - It may be that monthly payment terms are preferable to annual.
  - Are PC able to use own equipment if preferred?
  - PC to be reminded about council emails – that these can be viewed by IT department.
- vi) **Booklets**
  - MA's work discussed at length. Also perused booklet produced by Marden PC.
  - **ACTION: MA to continue work on this – to be developed further on next agenda.**
- vii) **SPC Website**
  - It is felt that the current website is old-fashioned and needs updating to appeal to a wider and younger audience.
  - Looked at Hawkhurst PC website for comparison.
  - **ACTION: AM to champion this. Look at Eyelid Productions and Wix in first instance and report back.**
- viii) **Email Calendars**
  - These have already been agreed at the recent PC workshop as requested by Clerk.
  - Dates have been distributed and noted.
- ix) **Vision and Strategy – Communications Group**
  - Discussion around what might be our short, medium and long term goals.
  - Discussed visual representation once goals are determined.
  - This will be the main focus of our next meeting.

**x) AOB**

- Need to firm up quotes for SPC polo shirts/hoodies/fleeces etc **ACTION: PR to chase.**
- Iden Signs will shortly install the backdrop photos in phone box. Electrical installer to be tasked with fitting defib.

**Meeting closed at 9.20pm**

**Next meeting: Wed. 20<sup>th</sup> November at 7.30pm in Youth Club.**