

Communication Group Minutes -17th July 2024

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

Apologies: Cllrs Riordan, Arger and Sharp

Last minutes: agreed as a true record

Matters Arising: See agenda items

AGENDA:

1. Brochures for new councillors/new residents to Staplehurst

- MA talked through her considerable work to date as the champion of this initiative. Discussion followed re further ideas re what other info could be provided + lists of clubs/societies within the village.
- **ACTION: MA will continue to collate and report back.**

2. Chair's Video

- Ideas that PR might like to include: 3G project, Volunteer Day, Defib in phone box, Skate Park, Jubilee Pavilion painting, Youth Club update, list of donations made (golf club toilet). Also, it might be an idea to list things that are the responsibility of SPC and things that are not, as there seems confusion about this amongst residents. Also mention need for volunteers for YC.
- In order to streamline the process involved in publishing chair's report, it was agreed to take the following motion to next PC full council meeting in August, to replace the resolution passed in February (6 months rule applied). This would remove the need for a USB, which is considered out of date and expedite publishing schedule.
 - i. PC Chair to prepare script and pass to Chair of Communications for scrutiny
 - ii. Once agreed, Chair to record video report on his phone and share with office.
 - iii. Office to check and publish as they see fit.

3. Village Update

- JC went through the timescale and dates for the update and the list of proposed articles for inclusion. **ACTION: JC to email this to all parties, asking that copy be emailed to PR by 2nd August. JC to be copied in as well, but he will be on holiday.**
ACTION: PR has agreed to oversee the process of collating
This group to proof read the articles, making them available to Paxman by 9th August, who will fit to template and return to PR for approval, prior to going to print. JC has modelled this version on the Summer 22 Village Update.
There are certain fixed sections, eg news from the past
- A visual section on volunteering to be included
ACTION: The Office to be asked to list a calendar or events for inclusion.

AOB - None