



EYNESHAM PARISH COUNCIL

Communications Committee Meeting
in the Bartholomew Room at 7.30pm
on Tuesday 26 September 2017

MINUTES

Present Councillors: Cllr Patricia Crowley (Chair), Cllr Richard Andrews, Cllr Katherine Crowe, Cllr Peter Emery and Cllr Mark Zumbuhl.

In attendance: Ms Joan Stonham and Katherine Doughty, Parish Clerk.

C17/83 To accept apologies for absence – Cllr S Osborne, Cllr D Stukenbroeker and Cllr G Beach.

C17/84 To note Declarations of Interest – None.

C17/85 To review the minutes of the meeting of the 23 May 2017 – It was noted that the minutes were approved at the Full Council meeting in June. Cllr Crowley discussed introducing a social media policy. A draft policy will be considered at the next Committee meeting.

C17/86 Public Participation – None.

C17/87 Correspondence – Clerk is to log the uneven surface (BT services manhole cover) outside the Co-op on Fixmystreet.com and update the resident accordingly.

C17/88 To review income and expenditure against budget – Cllr Andrews joined the meeting. Financial information was reviewed. It was noted that the annual printing budget was thought to have been agreed at £1500 rather than £1200.

C17/89 To consider compliance with the Freedom of Information Act and Local Government Transparency Code – Progress has been made on the provision of information available on the website. Clerk is to draft an Organisation Chart for publication.

C17/90 To review the draft Emergency Contacts Directory – The document is to be dated and submitted to Oxfordshire County Council (OCC). A printed copy is to be kept in the Bartholomew Rooms for reference.

C17/91 To consider attendance at Oxfordshire County Council's Resilience Workshop for Communities and completion of the annual survey – A workshop is scheduled for Friday 24 November, 6.00-8.00pm at West Oxfordshire District Council's Committee room 1 and 2, Woodgreen, Witney. Clerk is to contact OCC to obtain details of this year's winter resilience programme. OCC grit all bus routes through the Village, however footpaths are untreated. It was **RECOMMENDED** that at the time of an emergency, the Senior Committee would take the lead and a member of the Communication Committee (the Chair or person nominated by the Chair) would join the Senior Committee for the duration of the emergency.

C17/92 To consider improvements to the Eynsham Online website – Proposed improvements to the website were discussed. These are venue availability and hire costs (as a first step towards online booking) and a search facility and storage of thousands of images from the previous website. It was **RECOMMENDED** that PumpkinPip's quote of £1375 is accepted accordingly. The Council's venues will be online first as a trial of the new system.

Eynsham Directory:-

C17/93 To consider printing quotes for recommendation to Full Council – Three quotes were considered. It was **RECOMMENDED** that Windrush Group's quote of £990 is accepted.

C17/94 To receive an update on publication – Printing of the Eynsham Directory is aimed for 26 October. A distribution organisation is yet to be identified. Cllr Zumbuhl and the Clerk agreed to review the public services section.

C17/95 To consider Eynsham Neighbourhood Plan and West Oxfordshire District Council's Local Plan 2031 communications requirements – The Neighbourhood Plan is scheduled to be examined w/c 2 October. A referendum may therefore take place in January. It was felt that a workshop should be held to make clear the benefits of the plan. An Extra Communications Committee meeting will be held when timescales are known, to co-ordinate a workshop.

C17/96 To consider the design and purchase of a Council banner – In order to make Council meetings 'more visible' to residents, the purchase of a banner to be displayed outside the Bartholomew Rooms and other options were considered. It was felt that lighting the building externally may be an easier and more effective option than a banner. Clerk is to obtain a lighting design and costs. Additionally, opening the building to the public for events was felt to be a good idea. Members are to draft lists of events for consideration. A summary of the buildings' history and explanation of the wall panels is to be drafted for future use.

C17/97 To consider contributions to Eynsham News – The committee discussed contributions to Eynsham News. The forthcoming deadlines are 10 November 2017 and 12 January 2018.

C17/98 Date of next meeting. Tuesday 30 January 2018.

The Meeting closed at 9.00pm