



EYNSHAM PARISH COUNCIL

Communications Committee meeting held in
the Bartholomew Room on Tuesday 7 February 2017 at 6.30 pm

MINUTES

Present: Ms P Crowley (Chair) Mr G Beach, Mr R Andrews, Mr P Emery, Ms J Stonham, Mr D Stukenbroeker, Ms S Osborne, Ms K Crowe. **In attendance:** Rachel Faulkner - Parish Clerk.

C17/57 Apologies for Absence – Dr M Zumbuhl.

C17/58 Declarations of interest – none.

C17/59 The Minutes of the meeting held on 1 November 2016 were approved as a true record.

Ms Stonham asked if the Clerk could confirm that the publicised Financial Risk and Internal Control document is the most up to date.

Ms Stonham asked that an up to date Grant Application form be produced for the website.

Ms Stonham asked that an item be brought forward to a future meeting regarding the publicising of supporting documentation.

Ms Stonham confirmed the email address for Property Register – estates@eynsham-pc.gov.uk

The clerk previously circulated a request to Chairs of Committees asking them to check the Terms of Reference for their committee and review at their next meeting. The clerk to also ask if they can provide a short paragraph of their committee's purpose if not already provided.

C17/60 Public Participation – none.

C17/61 The committee discussed any requirements for publicising the Neighbourhood Plan. Mr Andrews estimated that this would not be required before June as it was unlikely that the NP referendum would be held before this date.

C17/62 Ms Crowley circulated a document regarding the communications channels of the Parish Council.

C17/63 The committee discussed the Annual Parish Meeting and whether the current format of the meeting could or should be changed. Ms Stonham asked if it was necessary to provide a written report. It was **RECOMMENDED** that this year a report is not published but that contributors are encouraged to post their report on line and bring printed copies for distribution if required.

C17/64 Ms Stonham informed the committee of some small changes to the Eynsham Unlocked leaflets. The committee **RECOMMENDED** a reprint of the leaflet.

C17/65 The committee **RECOMMENDED** the purchase of a mobile pop up banner. The clerk to investigate the cost and design. Ms Crowley and Ms Stonham also suggested that a screen might be purchased and that costs for display panels be investigated.

C17/66 Ms Stonham reported that the Eynham Directory is due for a reprint in November 2017. The budget is £1500. Current quotes are over budget but a couple of sponsors have come forward. Ms Stonham to work with Ms Crowe on sponsorship and information gathering.

C17/67 The committee discussed contributions to Eynsham News – the deadline is 10 March.

C17/68 Date of Next Meeting – June 2017 TBA

The Meeting closed at 7.30pm