



EYNSHAM PARISH COUNCIL

Communications Committee Meeting
in the Bartholomew Room at 7.30pm
on Tuesday 29 January 2019

MINUTES

Present: Cllr Patricia Crowley (Committee Chairman), Cllr Gordon Beach, Cllr Katherine Crowe, Cllr Peter Emery, Cllr Sue Osborne, Cllr Dennis Stukenbroeker and Cllr Mark Zumbuhl.

In attendance: Katherine Doughty, Parish Clerk. There were no members of the public.

C19/1 To receive apologies for absence – None.

C19/2 To receive Declarations of Interest in agenda items – None.

C19/3 To review the minutes of the meeting of the 18 September 2018 – Noted that the minutes were approved at the Full Council meeting on 2 October. No queries raised.

C19/4 Public Participation – None.

C19/5 To receive correspondence and agree actions – An email has been received that identifies amendments needed to the Bartholomew Room Guide. Clerk is to update accordingly. An email offering website sponsorship will be discussed in the future when the subject becomes clearer.

C19/6 To consider an addition to the Terms of Reference: ix) Compile an Emergency Plan for the Parish to be reviewed at least annually (autumn) – The need for a community Emergency Plan was discussed. It was RECOMMENDED that the Terms of Reference are amended in order for work already undertaken to date to be built on and a plan to be formulated.

C19/7 To consider possible residents who may be interested in being co-opted to the role of Emergencies Officer – The role of an Emergency Planning Officer is to develop the community emergency plan further using Oxfordshire County Council's (OCC) template and to liaise with village groups, Eynsham Medical Centre, emergency services and local authorities to compile information. Cllr Crowley is organising for OCC's 'Are you Ready' booklet to be distributed to the community. It is RECOMMENDED that either a Councillor or a resident is co-opted to the Communications Committee to fulfil this role.

C19/8 To consider a draft list of topics for Eynsham News to act as an 'aide memoire' – It is RECOMMENDED that the list is updated and approved for future reference.

C19/9 To consider a draft Media Policy – The National Association of Local Council's Media Policy was considered. It is RECOMMENDED that the policy is approved following minor amendments (Chairman and the Clerk to be the Council's contacts; a courtesy statement included and the point on oral reporting/commentary to be re-worded for clarity).

C19/10 To consider a draft Internal Communications Strategy document – Cllr Crowley referred to the draft strategy document which is aimed at fostering communication between the Clerk and Councillors. The Clerk and Cllr Crowley are to amend the document for future consideration.

C19/11 To consider management of the Council's website and other publications (Directory & Eynsham Unlocked) – • Website - Responsibilities were discussed including the future management and sustainability of the website. The Clerk is to manage the Council's pages with immediate effect. In due course, it is hoped the council has the resources to move the management of the website to the Clerk's position and a transition plan is needed. • Eynsham Unlocked – Clerk has electronic files for future printing. • Eynsham Directory - Cllr Crowley is to draft an article for the Eynsham News to gauge whether residents still value the booklet and whether anyone would like to be a volunteer Editor.

Cllr Crowley and Cllr Emery will also investigate whether updating the publication was a suitable project for Bartholomew's Volunteer Week. No further agenda items were discussed due to lack of time available.

C19/12 Date of next meeting – to be advised. Councillors and residents are to refer to the published meeting agendas for confirmed dates/times. The meeting closed at 8.30pm.