

**EYNESHAM PARISH COUNCIL – COMMUNICATIONS COMMITTEE
MINUTES OF THE MEETING HELD WEDNESDAY 19 SEPTEMBER 2007**

Present

Messrs R Andrews, J Miller, Mrs V Hughes, Ms Joan Stonham

Apologies for Absence

Mr Gordon Beech

Purpose of the Meeting

To review the projects for which the Committee is responsible and decide on requirements for next financial year.

Web Site

Jonathan and Joan reported that they had looked at one possible supplier of software, design and hosting but felt that they needed to look at others. Jonathan said he would be happy look at other suppliers with Joan. There is money already allocated for this but funding for hosting and Joan's honorarium need to be considered.

Eynsham Unlocked

The reprint went ahead and 5000 copies were printed and copies were distributed round the village. There are approx 1500 copies left, (1000 held by VF, 500 by PC in Bartholomew Room). These should be sufficient for next summer but by the following year the leaflet will need to be revamped. It was considered important to have funding in the budget for redesign over the winter of 2008/9 so that a reprint could be made in the following financial year. A suggested figure for this was £1000.

The Echo

The long-term plan would be to bring this in line with the website but to leave the status quo for the moment. The costs are currently about £1800 per annum. Joan remarked that the print run should be reviewed as there always seemed to be many copies over. £1850 was suggested as a cost for next year.

Eynsham Directory

This has been printed and distributed throughout the village this year and so no costs would be involved next year.

Notice Boards

It was agreed that all the notice boards in the village need to be upgraded. The plan would be to replace the three in Hanborough Road, Witney Road and Barnard Gate with two section boards. One third (possibly half in the case of Barnard Gate) to be glass covered and locked and reserved for Parish Council notices, the rest to be open for general notices.

The Parish Council notice board in the market square cannot be enlarged because of its position but should be repaired or replaced and a site found for a communal notice board in the perhaps incorporating a village map, possibly in the Tuer or near the Red Lion car park wall.

It had also been suggested that the footpath map should be displayed at the lock, possibly also requiring a board. Further investigations to be made on these last points.

The cost of these boards was discussed and it was decided to include it within our budget for next year although they could be defined as street furniture.

It was also suggested that once new boards are in place a volunteer or volunteers could be found to monitor the boards and remove the outdated notices.

Parish Council Branding.

Once the design for the website is in place it was decided that all publications, publicity and notices should carry the same branding to be implemented as and when renewal is appropriate.

AOB

Jonathan raised the question of notices relating to Eynsham Wood and Richard agreed to contact Woodland Trust over the matter.

Recommendations.

The sub-committee recommends the above plans to the Council and asks for approval of their request for next year's funding.

Website Hosting	£500
Honorarium	1,000
Update design of Eynsham Unlocked	1,000
Echo	1,850
Sub total	<u>£4,350</u>
Notice Boards	5,000
Installation of new boards	?
Total	Installation of new boards + <u>£9,350</u>