



EYNSHAM PARISH COUNCIL

A meeting of the Communications Committee was held
at the Bartholomew Room at 7.30 pm on Tuesday 29 April 2008

MINUTES

Present: Richard Andrews, Gordon Beach, Joan Stonham.

1. **Apologies for Absence:** Verity Hughes, Linda Pialek and Sue Lee.

2. **Declarations of Interest:** none.

3. **Minutes of last meeting** 6 March:

All matters arising were covered elsewhere on the agenda.

4. **Logo and Corporate Identity:**

Early implementation was agreed to have been very successful. Gordon Beach asked if he might have his own copy of the new letterhead for Parish Council correspondence. We reviewed the 'snagging list' and suggested that the designer be asked for the following:

(a) Clerk's postcode OX25 4SA to be added to the letterhead;

(b) templates for minutes and agenda to be supplied in MS .doc format, with header on first page only and Clerk's contact details and website as text in the footer;

(c) a 'work-around' in consultation with the Clerk for the text box within header for minutes and agenda. Currently this is visible only to readers with MS Word installed – and not adjustable for height.

5. **Echo – layout artist/s:**

We discussed the latest response from Paul Hughes, who had kindly produced the April issue of the Echo but would prefer not to do this on a regular basis.

Having agreed that the Council was fortunate in having three volunteers for the work, we thought that Sue Boxer seemed an outstanding candidate and should be approached at once, to find out if she is still available. If she is willing to take over at short notice, she should be able to produce the June issue (going to print on 15 May) using the template developed as part of the Council's new corporate identity, together with the printed measurements and guidelines provided.

6. **Notice boards and Play Area signs:**

We agreed that the Clerk should be asked to check with the police on the location of a joint notice board. Discussion on play area signs was deferred to the next meeting.

7. Website – domain name and proposals for new site:

Item minuted as “confidential” at appendix A as noted in Standing Orders in respect of quotes for the supply of goods and services.

Proposed by Gordon Beach and seconded by Richard Andrews that Council be recommended to let the contract to Supplier C.

We also agreed that the domain names eynsham.org.uk and eynsham-pc.gov.uk should be obtained in time for use with the new site. Mr Miller to be asked if he has time to look into this.

Action Mr Miller

8. Dates of Next Meetings:

Provisionally set for 7.30pm on Tuesdays 17 June; 9 September; 25 November; and 17 February 2009.

Recommendations to Main Council:

- 1. Modifications to new letterhead etc to be arranged with the designer;**
- 2. Sue Boxer to be asked if she is willing to be layout artist for the Echo;**
- 3. Clerk to check police views on the location of a joint notice board;**
- 4. Supplier C to be offered the contract for a new website;**
- 5. Domain names eynsham.org.uk and eynsham-pc.gov.uk to be obtained in time for use with the new site.**