



Broadclyst Parish Council
GROWING OUR COMMUNITY

19 New Buildings
Broadclyst
Exeter

Tel: 07532 286713

www.broadclyst.org

Present: Chairman Cllr Gent
Members: Cllr L Straw, J Ferrier, C Ratcliffe
In attendance: Clerk
MOP: 0

Members of the Press and Public were welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1) (2)

There was a meeting of Broadclyst Parish Council's Comms Committee on Tuesday 19th November 2019 at 14:00hrs at Sports Pavilions, Holly Close, Broadclyst, to which Comms Councillors are hereby summonsed and Comms non-councillor committee members are respectfully invited, for the purpose of transacting the following business:

Comms Committee

Notes from inquorate meeting (draft)

C19/01 APOLOGIES

No apologies were received; it was noted that the meeting was inquorate for voting with only 2 Members present. Increasing future membership was discussed and it was felt that the meeting could be held in the evening to enable working Members to attend.

C19/02 DISCLOSABLE PECUNIARY INTEREST

There were no Interests declared.

C19/03 PUBLIC QUESTIONS

There were no public questions.

C19/04 BROADSHEET

- i. General Broadsheet update including feedback from parishioners. Committee members reported good feedback from residents; topics have been well received especially the recent climate change coverage. The demand for and inclusivity of A3 copies was discussed, as was colour-blindness. Liz and Clare offered to do some research into this.
- ii. **Suggested articles for future editions:**
March edition: community club programmes for 2020; carbon impact of farming / climate change part of Martinsfield article; Fun Day hold the date;
Action: Clare WI, gardening tips; Liz youth club; Henry Clyst Vale.
June edition: end of season football roundup; Social Club revamp publicity; Fun Day promo;

- iii. **Deadlines for 2020 editions** were noted as being around 26th of Jan, April, July, and October 2020. Late submission of articles causes unnecessary stress and last-minute changes; the question of enforcement was raised, with the following recommendations being agreed:
 - a. Direct email to regular submission sources;
 - b. Use of social media and website to remind of deadlines and to invite new articles;
 - c. Direct approach to community groups and clubs for an annual article / photos / promotion of their club.
- iv. Size of print run for next 2 editions and budget check. The last 2 print runs have been 2,500 A4 and 10 A3 copies; the spend against the budget currently stands at 26% spend (June 19 edition only). The quality and finish of the paper was discussed, compared with early copies which had been produced using a cheaper paper.
Action: Clerk to obtain paper samples and options to circulate amongst committee members prior to the next meeting.
- v. **Sponsorship/Advertising:** sponsorship continues with 3 sponsors regularly buying space for their organisations. Advertising: the income generated by selling advertising space covers the cost of approximately 1.5 issues.
Action: Clare to approach local nursery.
- vi. **Distribution:** the committee recorded its thanks for all the volunteers across the parish who support the delivery of the Broadsheet. In the 'west end' new estates distribution is carried out by young people who are fundraising for their scout jamboree.

C19/05 WEBSITE

- i. **Accessibility:** it was noted that the office is checking the Council's website for compliance with the public sector website accessibility legislation, compliance with which will become a legal requirement next year.
- ii. **Content:** it was noted that the office is looking at widgets that will automatically link website content with social media outlets. This will help publicise meetings, events, road closures, and other news articles.

C19/06 OPERATION LONDON BRIDGE

The committee considered options in a template which sets out protocol for marking the death of a Senior national figure (Operation London Bridge) and selected the following appropriate actions for Broadclyst Parish (recommendations submitted to Council for adoption):

- i. Protocol in Broadclyst Parish to apply to the Reigning Monarch and their Consort only;
- ii. Proclamation Day Schedule to be announced by the Council Chairman after 16:00hrs on D +1 in Broadclyst on village green and in Westclyst at the Primary school;
- iii. Books of Condolence: to be placed in the Victory Hall, Westclyst, Blackhorse, with enquiries made into the possibility of having additional books locally at Hele (Village Antiques), Killerton, and any show homes still operating in new strategic developments;
- iv. Website: to cover the home page with image of the Reigning Monarch or their Consort with dates of birth/death;
- v. Floral tributes: as the Monarch is head of the Church of England it is felt likely that people will want to lay tributes at the Church; the village green can also be used for those not wishing to go to the Church, not to be laid whilst wrapped in cellophane.

RECOMMENDATION:

- i. That the Council resolves to accept the above actions for Operation London Bridge;
- ii. That the Council agrees delegation to Officers to make necessary preparations, spend within Clerks delegation.

C19/07 EMERGING COMMUNITIES

The committee considered ways to increase community engagement with residents in new developments in the south of the parish as they come forward.

It was agreed to run 250 A5 leaflets containing community information and to distribute them with the Christmas Broadsheet.

C19/08 CLOSE OF MEETING

The Chairman thanked everybody for their attendance and input; the meeting closed at 16:00hrs.

Signed:.....

Print:.....

Date:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST