

BROADCLYST PARISH COUNCIL

COMMUNICATIONS WORKING GROUP MEETING MINUTES (Draft)

To: Broadclyst Parish Council Communications Working Group Members:

Cllrs L Straw (Chairman), Fernley, Gent, non-councillor members, Clare Ratcliffe.

For Information: Broadclyst Parish Councillors, District and County Ward Members, Press and Public.

Working Group Members were invited to attend a **Communications Working Group** meeting of Broadclyst Parish Council on **19th July 2024** at **13:00** in the **Broadclyst Sports Pavilions**, Holly Close, Broadclyst, EX5 3JB the for the purpose of transacting the following business:

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MINUTES (Draft)

The meeting opened at 13:07hrs

C24/07/01 ATTENDANCE

- i. Councillor Record of **Attendance**:
Cllrs Fernley, Gent
Councillor **Apologies**:
None
- ii. Non- Councillor Record of **Attendance**:
Clare Ratcliffe
Non- Councillor **Apologies**:
None

C24/07/02 DISCLOSABLE PECUNIARY INTEREST

There were no new DPs or requests for dispensation made to the Clerk or Committee Clerk.

C24/07/03 MINUTES

The Council received, and resolve to approve as a correct record, the draft minutes of the Communications Subcommittee meeting on 12th April 2024

Proposed Claire Ratcliffe, seconded by Cllr Gent to approve the draft Minutes as a correct record.

Vote: Unanimously supported.

Resolved: that the draft Minutes from 12th April 2024 be approved as a correct record of the meeting.

C24/07/04 ACTION LOG

There were no items outstanding from the previous meeting's actions.

C24/07/05 BROADSHEET

- i. General Broadsheet update including any feedback from parishioners on the Summer 2024 edition.
Feedback has been overall positive with Parishioner feedback suggesting the portrait of King Charles III be placed in the entrance of Victory Hall. David Snell of the Victory Hall Committee to be approached.
- ii. Suggested articles for future editions
 - Tithebarn Street Names
 - Contact information to be added – for article/advert submissions
 - Fun Day write up and pics
 - Tithebarn and Westclyst community event write ups and pics
 - Thank you to Judy – **FRONT PAGE**
 - Food bank article (as we head into the winter and as more families switch from tax credits to UC), including thanks to 'Dave' who has stepped down after volunteering for 4 years.
 - Article to promote how Jake can help facilitate and support the formation of community groups, clubs, and associations
 - Youth club update
 - Article to promote Pavilions for daytime hire
 - Twinners visit
 - Article from the Environment Group – **FRONT PAGE**
 - New all weather pitch (MUGA) at Tithebarn – HG to contact Eagle One
 - Church, including Great Broadclyst Abseil (GC to request from Gudrun)
 - Provisional calendar and list of venues for parish council meetings
 - Request for Christmas/2025 events for winter edition
 - Consultation on closure of sixth form at CVCC update
 - Police Report – traffic in Broadclyst Village (GC to request from LS)

- Water quality of Clyst
 - GP Practice Article (shortened – Committee Clerk to contact Pauline (Author) to request) – MP contact to be the key message
 - National Trust article
 - Poltimore House – events and updates (CR to contact Dave)
 - “Walk of the Edition” – static article with walks throughout the Parish.
Mosshayne/Tithebarn circuit to be published first (PF to request from Paul Osbourne)
 - Science park (PF to request/contact)
 - Other contributors to be contacted to chase up submissions (CR to contact)
 - Reference to copybara to remain ongoing
 - District report (PF to provide – Tithebarn and Westclyst updates)
 - Committee Clerk to amend the photo/councillor page to align and update.
- iii. Advertisements
Committee Clerk advised that advertisers for 2024 are strong and confirmed adverts generate just over half of the cost of each edition.
- iv. Current Distribution
Tithebarn Resident Association took over distribution of the Broadsheet within the Tithebarn area for previous editions, with single drop off point for the area being Marc Coton.
Committee Clerk to liaise with the office for update on whether this is to continue going forwards. All other volunteers within the Parish remain in place.
- v. Distribution challenges and solutions
None

C24/07/06 WEBSITE

- i. It was requested that meeting dates be added to the website. Committee Clerk advised that this is currently in hand.
- ii. It was requested that full meeting packs (of all documents) be added to the website, ahead of meetings. Committee Clerk to consult with the office.

C24/07/07 NOTICEBOARDS

- i. New noticeboard now in place in Tithebarn. PF willing to be the key holder and contact going forward (as well as the office). Confirmed no business adverts to be published and that only community based events were to be included (as well as official Council documents).

C24/07/08 SOCIAL MEDIA

- i. It was raised that internal communications sometimes can be lacking, in respect of events that are advertised online. Encouraged to circulate in-house, as well as on social media platforms, for future events and consultations.

C24/07/09 CLOSE OF MEETING

The meeting closed at 14:42hrs.

Signed:

Print:

Date:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT