



North Hinksey Parish Council



Mrs Sharon Henley, Clerk to the Parish Council

E-mail: clerk@northhinksey-pc.gov.uk

Parish Office, First Floor, 5 Church Way, Botley, Oxford OX2 9TH

Tel: 07494 054581

Minutes of a Meeting of the Communications Committee held on Thursday 4th February 2021 at 7pm

Those Present: Cllr Berrett (Chairman), Cllrs Church, Dowie, Kay & Potter

In Attendance: Sharon Henley, Clerk

Members of Public: 2

1. Apologies for Absence: There were none.
2. Declarations of Interest in Items on the Agenda: There were none.
3. Questions from Members of the Public: There were none.
4. Planning & Communications for the Annual Parish Meeting: Discussion with reference to agreed Council motion that '*NHPC agrees to use the Annual Parish Meeting on 18th March to remind and re-engage parishioners with our commitment to gain funds for, and build a new pavilion by 2022 in line with our approved planning application*' (**Paper 1**).

Cllr Berrett confirmed that the draft agenda and plans agreed by the Communications Committee would go to the full Council Meeting in February for approval. The Committee discussed ways to engage with members of the public on the Pavilion project, other than a presentation. The making of a short video to outline Pavilion plans was discussed.

Cllr Berrett proposed for Cllrs Church and Berrett to engage with Cllr Jones to outline and put together a video, working with the Pavilion Trustees to focus on the plans that we have for the Pavilion. To present firstly at the Annual Parish Meeting and then to be used for fundraising and other communications. This was seconded by Cllr Church and Cllr Dowie requested a named vote. Cllrs Potter, Berrett, Kay and Church voted for and Cllr Dowie voted against so motion was APPROVED.

The following draft list of agenda items was drawn up during the meeting:

- Key objectives
- Covid update
- Climate Emergency update
- Open questions
- Pavilion Presentation & Video
- Representations from invited stakeholders
- Q&A on Pavilion

Cllr Berrett proposed to draft an agenda for the Annual Parish Meeting based on discussions tonight and circulate to committee members to agree recommendations to full Council. This was seconded by Cllr Dowie and unanimously APPROVED.

Cllr Potter suggested that members of the public were consulted on what information they would like to see presented at the APM using Facebook and the website.

5. Review of draft Press & Media Policy (Paper 2): The draft document was discussed and amendments were agreed.
Cllr Berrett proposed to present the updated draft document to full Council for approval. This was seconded by Cllr Church and Cllr Dowie requested a named vote. All voted in favour except Cllr Dowie who voted against so the updated draft was APPROVED.
6. Annual Newsletter: Cllr Kay outlined that this was usually circulated prior to the Annual Parish Meeting. As this year's meeting was on 18th March it would need to be circulated by the end of February with an update going to the full Council in February.
Cllr Kay to circulate a request for all committee chairmen to send draft text to him by the end of the following week. The newsletter to be delivered to parishioners by councillors as a hard copy. Cllr Berrett's instructions on Covid safe deliveries to be circulated and implemented. The newsletter to include updated Covid assistance information with a link to the hub on the front page.

Cllr Church left at this point (8pm) due to other commitments.

7. Sprout Schedule for 2021: A schedule for articles was agreed but Cllr Berrett advised that this was a draft list only and may need to change:

Feb - this month's agreed article on the Green Spaces Survey and Workshop.

March - Notice about the Annual Parish Meeting – Cllr Kay to write.

April – Possible inclusion of an article about the APM written by a member of public.

May - Neighbourhood Plan - Cllr Kay to update if there is a decision about a referendum. Also to include an update on government decisions about whether to continue on-line Council meetings.

June – Allotments Committee article.

July – Recreation & Amenities Committee article. To include an update on the Skatepark which is part of NHPC's Key Objectives.

8. Update on Key Objectives: Cllr Berrett advised that some actions had been completed, including the Standing Orders update, Green Spaces – tree planting and the tree survey in Aug 2020. The Clerk to supply an update on the actions following the tree survey to Cllr Berrett for the website.
9. Website and Facebook update: Cllr Berrett ran through statistics which included an increase in website usage and around 100 additional followers on Facebook.
10. Any other information: There were none.
11. Date of next scheduled meeting: Thursday 13th May 2021 at 7pm, venue tbc

The meeting closed at 20.20 hours.