

# Wing Parish Council

## Minutes

of the Communications Committee meeting held on Tuesday 15<sup>th</sup> February 2022 in the Parish Office, Charlotte Cottage, Leighton Road, Wing

**Councillors Present:** Davidson (Chairman), Kellner, Lomas, Tabiner-Crush and Tring.

**Public:** 0 members of the public

**Clerks:** C Power (Minutes).

**Meeting Start time:** 7.00pm

### C22.1 Chairman's Welcoming Statement

Chairman Councillor Davidson welcomed everyone to the meeting.

### C22.2 Governance

22.2.1 Apologies for Absence

To receive apologies for absence from Members.

None, as all Committee members were present.

22.2.2 Declaration of Interests from Members on Agenda Items

To receive declarations of personal and/or prejudicial interests from Members in matters on the Agenda.

None.

22.2.3 Dispensations

To receive dispensations for Members to speak and/or vote on items on the agenda in which they hold a declared personal and/or prejudicial interest(s).

None.

### C22.3 Previous Minutes

To resolve that the minutes of the Communications Committee meeting held on 13<sup>th</sup> December 2021 be signed as a correct record of proceedings.

**Resolved:** The Committee resolved that the minutes be approved for signature as an accurate record of the Communications Committee meeting held on Monday 13<sup>th</sup> December 2021.

### C22.4 New Website

To review the progress of the new website and consider any actions needed for completion.

An update on the progress of the new website was given. The pages from the old website have been split out to committee members to review and update ready for entering onto the new website.

Discussions took place on the relevance of some information and thoughts on how areas could be updated.

It was agreed to having a working meeting on 7<sup>th</sup> March at 8pm to sit together to receive training for the new website and populate the new website.

The layout for the website was discussed and the website company are being contacted to provide instructions on how to create the desired layout.

### C22.5 Public Relations

To provide an update on What's On In Wing Council News and social media communications.

The Chesterfield Crescent public event was a huge success with a big turn-out. Discussions took place on holding more public events / meetings on relevant topics on a more regular basis, it was agreed as a good idea and large projects would be the starting point for future events.

To discuss ideas on improving communications with the Parish.

Thoughts on how the Parish Council can improve communications with the Parish were discussed. The feeling of the members was to look at ways to personalise the Council more. The profile of the Council is already being raised but needs to be worked on further.

The following ideas were put forward:

**Resolved:** To put to the Full Council to have Councillor email addresses on the new website and when dealing with a specific project / topic

**Resolved:** To remove the five working day reply message

**Resolved:** To include adding Planning Applications that come through onto the website. This will also include the Parish Councils comment submitted and the Decision made by Buckinghamshire Council.

The following items were considered as good ideas to be followed up at the next meeting:

- Adding videos onto the website and Facebook page
- Posting more on Instagram
- Engaging more on the village Facebook page

- Producing a Quarterly Newsletter – this could be electronic or hard copy but distribution would need to be considered.

#### **C22.6 Date of Next Meeting**

To be held on Tuesday 19th April 2022 in the Parish Office, Charlotte Cottage, Leighton Road, Wing.

**Close of meeting:** 7.58pm

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_