

WOBURN SANDS TOWN COUNCIL

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Meeting of the Communications Committee

On Monday 4th September 2023 at 6pm in the Committee Room, Memorial Hall.

DRAFT MINUTES

Meeting opened at 6.03pm

Action.

1/23	Present: Cllr G Brooke; Cllr A Poppleton; Cllr K Temple; Cllr M Wathen. Cllr S Mills by video link. Cllr J Green (Chair of Council).	
2/23	Elect a chairperson: Cllr S Mills was nominated by Cllr Brooke and seconded by Cllr Wathen. All in agreement. In the absence of Cllr S Mills physical presence, Cllr G Brooke chaired the meeting.	
3/23	Apologies: A. Jordan	
4/23	Agree Terms of Reference: Accepted by all. Later on Cllr K Temple questioned whether the Chair to Council should be at all the committee meetings. Cllr J Green drew his attention to Woburn Sands Standing Orders which stipulated this.	
5/23	Decide on editor/writer of Hogsty End articles. Cllr M Wathen had previously expressed an interest in this. Cllr J Green explained the timing (monthly) and general content and that final editing is done by the Clerk, Alison Jordan. Cllr M Wathen agreed to take this on with the initial support of Cllr J Green. Cllr J Green to send the deadline dates out to the whole committee. Decision taken to stay with ½ page at present, but if need arose, to increase to whole page with the consent of the Clerk.	Cllr M Wathen Cllr J Green
6/23	Decide on editor/writers of the Newsletter: Cllr J Green explained the timing (quarterly publication to precede major calendar events) and the process regarding other organisations contributing to the newsletter (eg Library and Church) and also any planning issues and other events associated with the town's future. Cllr M Wathen agreed to take this on along with Cllr J Green. Cllr J Green to send out deadline dates.	Cllr M Wathen Cllr J Green
7/23	Community Market Stand: Previous stand at the August Market was attended by Cllr S Mills; Cllr A Poppleton; Cllr M Wathen and Cllr J Green. Original idea was to have conversations about community engagement. It was deemed a success with interesting conversations and some added contacts for email lists. Decision to repeat on a quarterly basis – Oct, Jan, April, July – trying to follow publication of newsletter. A few conversations on the stall to be followed up eg Social Pottery comments If/when larger issues crop up re planning, EWR etc, could change the timing of the stall.	Stand on Oct 14 th Staffing to be agreed Cllr S Mills
8/23	Website and Social Media: Social Media: General agreement that Facebook is the main mode of communication although could look at Instagram in the future. At present WSTC Facebook page is factual, hosted by Admin between Mon- Fri office hours only. Discussion whether comments should be allowed – probably admin approved only. Posts/Users could be deleted/blocked Could it be more interactive? Could it be used for voting polls re issues in the town? Could it have links to the newsletter? Could it be 24/7? Smaller working party to discuss with Alison Jordan	Cllrs G Brooke and S Mills with Alison Jordan

	<p>Website: At present leave website as it is although general agreement was that although it was a bit static it did provide access to all the information needed, albeit in a rather convoluted manner. Future focus to make it more user friendly. Questions were asked as to who the web designers were (Vision ICT Ltd in Devon) and what the present costings are – annual and/or monthly. Smaller working party to investigate what other council's websites look like and how they manage information.</p> <p>Discussion over what happens when someone signs up on front page for email contact</p>	<p>Cllrs S Mills; A Poppleton; K Temple</p>
9/23	<p>Reporting back at next TC meeting: Cllr J Green informed the committee that there would be a slot on the next agenda for committees to report back on their meeting. It would usually be the Chairperson, but Cllr S Mills will not be at the TC meeting on 11th September, so Cllr K Temple to do this</p> <p>Date of next meeting: Tuesday 17th October 2023 at 6pm. (Does this clash with Xmas fair committee?)</p>	<p>Cllr K Temple</p>

Meeting ended: 7.10pm

Cllr J Green minuted the meeting in the absence of Alison Jordan Clerk to Council.