

WOBURN SANDS TOWN COUNCIL

Memorial Hall, 4 High Street, Woburn Sands, Milton Keynes, MK17 8RH

Telephone: 01908 585368 (24 hrs.) Fax: 01908 585239

e-mail: a.jordan@wstc.org.uk

www.woburnsands.org.uk

Members of Woburn Sands Town Council Communications Committee are hereby summoned to attend the **Meeting of the Communications Committee** on **Tuesday 17th October 2023 from 6pm to 7pm in the Committee Room, Memorial Hall.**

Members of the public are welcome to attend.

DRAFT MINUTES

ACTIONS

10/23	Present: Cllr S Mills, K Temple, T Sutton, J Green, A Poppleton Clerk A Jordan	
11/23	Apologies: Cllr G Brooke And agree minutes from last meeting	ACCEPTED APPROVED
12/23	Decide on editor / writer of Hogsty End articles and Newsletter: Thank you to Cllr J Green for her continuing efforts with the newsletter and Hogsty End article. Cllr J Green to continue for now with others contributing. Discussion about how other parishes use Hogsty End, i.e. size and frequency of articles. WSTC could increase its size of article on months when we don't have a WSTC newsletter.	AGREED
13/23	Community Market stand – update: Cllrs S Mills, A Poppleton, J Green and Cllr S Green staffed the stand. Ward Cllr D Hopkins also present for a while. Cllr J Green complimented the boards. Common questions were on SEMK which had images displayed on the boards. Asked for Cllrs to communicate more with the community. No formal consultation currently open for SEMK. EWR consultation possibly be open during the first part of next year. Collected names of people who want to sign up for the WSTC emailing list. Cllrs to write items to go out and maybe be sent more frequently. Cllr A Poppleton offering to draft a SEMK update/article for the newsletter and website. Also for email update. Discussion on how to reach more people: <ul style="list-style-type: none">• A meeting• A presentation at the Summerlin Use boards and projector. Need to agree the message for the meeting. Canvas opinions of residents. Hold event in January and publicise in Dec newsletter, etc.	Cllr A Poppleton to work on a presentation
14/23	Website/Facebook – update: Community Market requested publicity on website, some Cllrs were approached by a website designer, but the current provider specialises in council. Discussion on what the website provider offers and how much the council can work on the website. Can we improve the look, who uses it and why. Discussed the purpose of the town council website.	Cllr S Mills to speak to the office about the website.

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	<p>Can the WSTC 'signpost' to other websites, e.g. Xmas Fayre</p> <p>Cllrs looking at other parish council websites and will be sharing information with the committee.</p> <p>The website and newsletter should have a consistent look.</p> <p>Cllr S Mills and G Brooke looking at Facebook and asking other parishes for advice. Councillors can send information to the office to post on Facebook.</p>	<p>Clerk to request analytical reports and look at contract with Vision ICT to see what is being paid for</p>
15/23	<p>To discuss taking on 'events' from Environment budget to include in Communications budget: 50th Anniversary Event</p>	<p>Cllr S Mills to discuss with Cllr G Brooke about the anniversary event.</p>
16/23	<p>Budget to be considered (Clerk to circulate budget figures): see attached sheet.</p> <p>Newsletter</p> <p>Hogsty end</p> <p>Website - £1,000</p> <p>Presentation/meeting / professionally produced boards/gazebo/flags/etc. - £2,500</p> <p>50th Anniversary – £2,500</p>	
17/23	<p>Date of next meeting: Monday 20th Nov.</p>	

Meeting ended 7.40pm

Signed:

Date: