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## COMMUNICATIONS COMMITTEE

**MINUTES OF MEETING HELD:** 12 April 2022 at 7.30pm  
**VENUE:** Ingatestone and Fryerning Parish Council Chambers

**Present:** Cllrs D Jelley P Jeater A Farrant  
M Hart  
R Skepelhorn  
(Communications  
Officer)

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| COM22/26 | <b>Apologies for absence</b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| COM22/27 | <b>Announcements and declarations of interest</b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| COM22/28 | <b>To approve the minutes of the last meeting held on 7 March 2022</b><br>The minutes were approved as a true and accurate record and signed by the chair                                                                                                                                                                                                                                                                                                                                                                                                            |
| COM22/29 | <b>Matters arising for report but not for resolution</b><br>The Facilities committee raised a few items that need to be publicised in the coming weeks:<br><ul style="list-style-type: none"> <li>- Village litter pick</li> <li>- Change in library open hours</li> </ul> Cllr Jelley requested that the Google Sheets change in admin for the time being to the control of the Communications Officer.                                                                                                                                                             |
| COM22/30 | <b>Public participation session</b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| COM22/31 | <b>To discuss articles for the annual hard copy edition of the newsletter</b><br>The committee discussed actions that need to take place in regards to the hard copy edition of the newsletter. These items include:<br><ul style="list-style-type: none"> <li>- Updating the photo on the insert page</li> <li>- Change in staff/councillors</li> </ul> Stories<br><ul style="list-style-type: none"> <li>- The three working groups</li> <li>- Playground</li> <li>- Jubilee advert</li> <li>- Events</li> <li>- Cricket club</li> <li>- Coffee morning</li> </ul> |
| COM22/32 | <b>To plan the April e-newsletter</b><br>The committee discussed stories for the April newsletter. These included:<br><ul style="list-style-type: none"> <li>- Story to support the library</li> </ul>                                                                                                                                                                                                                                                                                                                                                               |

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|          | <ul style="list-style-type: none"> <li>- Litter pick</li> <li>- Dementia accreditation</li> <li>- Community garden</li> </ul>                                                                                                       |
| COM22/33 | <p><b>To receive the Communications Officer's update</b></p> <p>The communications officer discussed the performance of the social media postings over the past month. This was noted by the committee.</p>                         |
| COM22/34 | <p><b>To discuss ideas for an elevator pitch</b></p> <p>The committee would like to find out why people live in Ingatestone and Fryerning and over the coming months would like to find this information out from the residents</p> |
| COM22/35 | <p><b>Chair to close the meeting</b></p> <p>The meeting was closed at 8.08pm. The next Comms Committee meeting is to be confirmed</p>                                                                                               |

DRAFT