



Parish Office  
Suite 2  
4, The Limes  
Ingatestone  
Essex CM4 0BA  
Telephone: 01277 676759  
www.ingatestone-fryerningpc.gov.uk

## COMMUNICATIONS COMMITTEE MEETING

**MINUTES OF MEETING HELD:** 22<sup>nd</sup> August 2022, 7.30pm  
**VENUE:** Council Chambers, Suite 3, 4 The Limes

<b>Present:</b>	<b>Cllrs</b>	A Farrant (Chair)	L Emmett	M Marston	
<b>Absent</b> <b>Also present</b>	<b>Cllrs</b>	R Pittman A Wood (Clerk and RFO)	P Jeater M Hart	J Winter	P Batchelor

**COM22/060 Apologies for Absence – for noting but not approval**

Apologies were noted from Cllrs Jeater, Winter, and Batchelor.

**COM22/061 Announcements and Declarations of Interest**

There were no declarations of interest presented.

**COM22/062 Public Participation**

Cllr Hart was in attendance to provide an update on the following matters:

- the Christmas Best Dressed window competition is being handed over to the parish council.
- the gas works on the High Street are due to be finished earlier than planned.

**COM22/063 To approve the minutes of the Communications Committee meeting held on 11 July 2022**

The minutes were approved and signed as an accurate record by Cllr Farrant.

**COM22/064 Matters arising for report / Information Exchange (not for resolution)**

The Farmers Market project was discussed. Cllr Farrant has been speaking with the manager of the Blackmore Farmers Market regarding time involved and other practicalities relating to car parking. She will speak to the community centre and other councillors about her findings. Cllr Farrant is willing to undertake the marketing of the event which will be bi-monthly. The Clerk advised this needs to be discussed at Full Council in the first instance before any decisions were made. It was noted that the budget for 2022/23 included £1500 to support the Farmers Market concept. It was decided that any market should be launched in the new year.

Cllr Emmett raised concern about the engagement with the High Street shops and possibly taking away their business on a regular basis. This was noted by the committee and that consultation was essential.

**COM22/065 To continue discussion on the community engagement role of the committee and to formulate amended Terms of Reference for presentation at Full Council on the 8<sup>th</sup> September**

Cllr Farrant will be sending a draft of the terms of reference to the Clerk for inclusion in the September Full Council agenda. The Clerk advised that the

terms should be checked with the other members of the committee in the first instance. This was noted.

**COM22/066 To receive an update on the website**

The Clerk reported that the website is now on WordPress, and she has been updating information on the site. Both the Clerk and Assistant Clerk have been trained and have access to an instruction manual.

**COM22/067 To receive an update on the social media activity**

Cllr Farrant provided a report on postings. Future postings will include some stories on dementia.

**COM22/068 To plan for the Winter 2022 newsletter**

The Clerk will send the newsletter spreadsheet to Cllr Farrant. Cllr Farrant will collate stories.

**COM22/069 To discuss the promotion of the Big Green Week**

This item was deferred as Cllrs Jeater and Winter were not present.

**COM22/070 To plan resident engagement – September / October 2022**

The committee will be undertaking 60-minute surveys over the coming months. The content of the survey is still to be agreed.

**COM22/071 Items for inclusion in the next agenda (not requiring resolution or action)**

- Marketing of the parish office location.

**COM22/072 Chair to close the meeting**

The meeting closed at 8.15 pm

The next Communications Committee – 3 October 2022, 7.30pm, Council Chambers, Suite 3, 4 The Limes