



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

## COMMUNICATIONS COMMITTEE MEETING

**MINUTES OF MEETING HELD:** 3 October 2022, 7.30pm  
**VENUE:** Council Chambers, Suite 3, 4 The Limes

<b>Present:</b>	<b>Cllrs</b>	A Farrant (Chair)	L Emmett	J Winter	P Jeater
<b>Absent</b> <b>Also present</b>	<b>Cllrs</b>	R Pittman 1 resident	M Marston	P Batchelor	

- COM22/073 Apologies for Absence – for noting but not approval**  
Apologies were noted from Cllr Batchelor
- COM22/074 Announcements and Declarations of Interest**  
There were no declarations of interest presented.
- COM22/076 To approve the minutes of the Communications Committee meeting held on 22 August 2022**  
The minutes were approved and signed as an accurate record by Cllr Farrant.
- COM22/077 Public Participation**  
No members of the public wished to speak
- COM22/075 Matters arising for report / Information Exchange (not for resolution)**  
There were no matters arising for report but not for resolution. However, it was noted that applications for the post of Communications and Project Clerk had now closed and the interviews were being programmed.
- COM22/078 To continue discussion on the community engagement role of the committee and to formulate amended Terms of Reference for presentation at Full Council**  
The draft revised Terms of Reference to include 'engagement' were discussed and the changes agreed. They would be presented to Full Council on 13th October for approval.
- COM22/066 To receive an update on the website**  
It was noted that the website is now on WordPress, and that changes to the content were now being made speedily. The dates for the three working groups were now listed and their activity will be reported regularly.
- COM22/067 To receive an update on the social media activity**  
Social media activity was discussed.  
Future reporting on the interest shown in the posts will be given once the new Clerk is in post.
- COM22/068 To plan for the Winter 2022 newsletter**  
The plan for the Winter 2022 newsletter was discussed. How newsletters could be produced in the future was reviewed and options, including a proposal to include local advertising will be presented to Full Council.  
Cllr Farrant will oversee the production of the next newsletter however, using the existing format. Councillors will be approached for content shortly.
- COM22/069 To receive a report on the feedback from the Great Big Green Week**

Great Big Green Week had been celebrated on 24th September with a stall in the market square. Engagement with residents had been successful with many ideas shared that will be taken forward by the Climate Emergency Working Work in particular. Residents had also signed up for the 70 trees for the Jubilee project and further contact will be made now, most notably with the Junior School, to continue to achieve 70 hosts for the saplings. The Village Litter Pick had been organised for 8 October, close enough in time to be part of the Week.

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

An initial 'engagement' activity will take place in October. A '60-minute survey' of residents in The Furlongs will be conducted. The content of the survey was discussed and agreed.

**To receive a report on progress with networking with other Communications officers**

The development of creating a network of communications officers in Relevant organisations was progressing.

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

None requested

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

The meeting closed at 8.39 pm

The next Communications Committee – 6 November 2022, 7.30pm, Council Chambers, Suite 3, 4 The Limes