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COMMUNICATIONS COMMITTEE MEETING

MINUTES OF MEETING HELD: 3 April 2023, 7.30pm
VENUE: Council Chambers, Suite 3, 4 The Limes

Present: Cllrs A Farrant (Chair) J Winter M Marston
P Batchelor

Absent Cllrs L Emmett P Jeater B Bull

Also present A Zakharyeva
(Comms and
Projects Clerk)

- COM23/37** **Apologies for Absence – for noting but not approval**
Apologies were noted from cllrs Jeater, Emmett and Bull.
- COM23/38** **Announcements and Declarations of Interest**
There were no declarations of interest presented.
- COM23/39** **Public Participation**
No members of the public wished to speak.
- COM23/40** **To approve the minutes of the Communications Committee meeting held on 6 March 2023**
The minutes were approved and signed as an accurate record by Cllr Farrant.
- COM23/41** **Matters arising for report but not for resolution**
Cllr Marston read out the letter from the New Folly surgery sent to the Patient reference group and suggested contacting them for information that could be publicised by IFPC and added to the next newsletter.
- COM23/42** **To discuss the latest newsletter and plan the publication date of the next one**
It was decided to keep the current design produced by the comms clerk and plan the next printed newsletter for the beginning of June (aiming for 9 June). The Summer show banner, possibly combined with a few photos of stalls, is to serve as the cover. The next issue will feature new councillors.
- COM23/43** **To resolve the future format of distribution**
The comms clerk read out the email from the current distributing company confirming that they have missed a number of roads and not covered other roads properly. It was **resolved** that IFPC will no longer use this company, instead the clerk is to contact Door 2 Door – the distribution company used by IFPC in the past – and book them if possible. Alternatively, delivery may be carried out by councillors and/or volunteers. It was also decided to find out what delivery companies other local magazines use and see if they are worth trying.
- COM23/44** **To receive an update on social media**
The clerk has reported an increase in following on all social media

channels; the number of subscribers to the e-newsletter has grown by 20% since it has started to be published on a monthly basis.

COM23/45

To discuss the residents questionnaire

It was decided a 4 page survey would be included in the next newsletter. The purpose of the survey is to establish what residents want IFPC to do on their behalf during the next 4 years. The old questionnaire can be used as a basis, but the questions need to be reviewed, brought up to date and be made more specific; the part about personal details can be scrapped as IFPC have this information from the previous questionnaire. Cllrs Farrant, Winter and Marston are to arrange a meeting and discuss the questions. Cllr Winter suggested some data from the latest Census can be used either for the survey or 'fed' as short informative articles in the next newsletter(s). It was agreed that the digital version of the survey will also be produced.

COM23/46

To discuss the communications for the Coronation, Summer Show and other ongoing projects

Cllr Winter reported each of the working groups have achieved progress on the ongoing projects – the info is to be reported to the clerk so that she can publicise the updates.

The clerk confirmed that IFPC will not be organising any events for the coronation, but will organise a High St competition and promote the fireworks and other coronation events held in Mountenensing.

The clerk reported that a number of local groups and businesses have confirmed their stalls for the Summer show and encouraged everyone to contact more groups/traders they know to invite them to attend. She also presented a draft for the banner, which was approved, and will present more examples at the upcoming Summer Show meeting on 5/04.

Cllr Farrant reported she can provide a number of tickets for the BBC Earth Experience event; clerk suggested they could be used as a prize at the Summer show's tombola/contest.

COM23/47

To discuss the communications for the Great Big Green Week and the ways to involve local schools and youth groups

Cllr Winter reported that cllr Lesley Wagland has granted £500 for the path of desire from the GP surgery to the train station and suggested this information be promoted on social media, as well as the green burial site. She also suggested the whereabouts of the 7 trees planted in Ingatestone as part of the Street Tree Planting initiative is to be established so that the pictures of the trees can be taken and this can be promoted.

Cllr Winter is to contact Alan Marsh re the 70 trees he said were ready for pick up to confirm how long they will last bare rooted in bags; the plan on what to do with them is to be decided in the nearest future.

Cllr Marston suggested the Anglo school be involved in the opening of the Churchyard Garden and possibly be asked to run a Competition leading up to the great Big Green Week.

Cllr Farrant suggested some art activities using a carbon pen can be organised to interest school children in the GBGW.

COM23/48

Items for inclusion in the next agenda

None were requested.

COM23/49

Chair to close the meeting

The meeting closed at 8.50pm.

The next Communications Committee is on 5 June at 7:30pm. The meeting will be held at the Council Chambers, Suite 3, 4 The Limes.