



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:** 11 July 2023, 4pm  
**VENUE:** Council Chambers, Suite 3, 4 The Limes

**Present:** Cllrs L Emmett (Chair) J Winter M Marston  
P Batchelor M Hart

**Absent** Cllrs B Bull (present on Zoom) P Jeater

**Also present** A Zakharyeva (Comms and Projects Clerk)

- COM23/50 To elect a Chair for the committee**  
Cllr Emmett was elected as the Chair for today's meeting. A new chair is to be elected for each meeting.
- COM23/51 To elect a Vice-Chair**  
No Vice-chair was elected.
- COM23/52 Apologies for absence**  
Apologies were noted from cllrs Bull and Jeater.
- COM23/53 Announcements and Declarations of Interest**  
There were no declarations of interest presented.
- COM23/54 Public Participation Session**  
No members of the public wished to speak.
- COM23/55 To approve the minutes of the Communications Committee meeting held on 11 July 2023**  
The minutes were approved and signed as an accurate record by Cllr Emmett.
- COM23/56 Matters arising for report but not for resolution**  
None.
- COM23/57 To agree time and frequency of future committee meetings**  
It was decided to schedule the next meeting in 4 weeks to discuss content for the next newsletter and allow enough time for it to be produced; this item will be reviewed again at the next meeting.
- COM23/58 To discuss upcoming projects and events**  
Pylons, summer show, litter pick (in October) – those items will be reported on and promoted on IFPC website and social media, as well as articles for the newsletter. The recent survey results and IFPC response to the issues highlighted by residents will be discussed at the next meeting. Ticket office consultation – the clerk to publish IFPC's response opposing the reduction of hours and the link for residents to submit their response to the consultation. Update on BID is to be discussed in October.
- COM23/59 To receive an update on the newsletter and e-bulletin**  
The clerk has reported an increase in subscribers to the e-bulletin. Cllr

Emmett suggested the poster with the QR-code to subscribe to the e-bulletin be displayed in the IFPC tent at the Summer Show. The clerk is to increase the amount of news and reports of Ingatestone local in the newsletter.

**COM23/60**

**To discuss comms for the new Action Plan**

It was discussed that a Survey Report should be produced containing IFPC's responses to resident's suggestions and concerns shared in the survey. Cllr Marston reported she had obtained contact details of a greengrocer and will share them with the clerk. Cllrs Marston and Hart are to research the possible options for a charity shop.

**COM23/61**

**Items for inclusion in the next agenda**

Ongoing projects (incl. IFPC's response to the survey / Action plan), newsletter content.

**COM23/62**

**Chair to close the meeting**

The meeting closed at 4.50pm.

The next Communications Committee is on 8 August at 4pm. The meeting will be held at the Council Chambers, Suite 3, 4 The Limes.