



## **HIGH KELLING PARISH COUNCIL – COMMUNICATION AND ENGAGEMENT WORKING PARTY**

A **COMMUNICATION AND ENGAGEMENT WORKING PARTY** was held on **Wednesday 13<sup>th</sup> January 2020** via the platform Zoom.

Cllr David Carter, Cllr Gordon Lane, Cllr Patrick Kelly, Cllr Susan Rutherford, Cllr Duncan Henderson, Susan Ruru and Parish Clerk Gemma Harrison were present.

### **1.Administrative:**

1.1 To receive any apologies. None received.

1.2 To receive declarations of interest in relation to any item on the agenda. None received.

### **2. To review the first edition of the HKPC**

2.1 Production – Cllr Rutherford thanked everyone for following protocol and sending news items in to her initially and thanked the proof readers. Cllr Rutherford stated she felt the new magazine was respectful on the past High Kelling Society editions and yet gave a good platform to build on from. There is a need to resolve the payments with regards to advertisers. It was AGREED to add Holt mobility to the list of advertisers, Clerk to ask for the copy of the advert and investigate payment costs.

Susan Ruru AGREED to send a copy of charges to the Clerk. Feedback from the first edition was positive and was seen as continuity of the High Kelling News but many liked the Parish Council spin on it.

2.2 Printing – there were 38 copies left over. It was AGREED to leave left over copies in the Village Store and Village Hall provided Cllr Kemp is happy to have them. It was also AGREED to send a copy of the newsletter to the Village Church, Cllr Henderson to ask Fr Howard if this would be ok.

2.3 Delivery – Very efficient.

2.4 It was AGREED the deadline is 20<sup>th</sup> of the month.

### **3. To discuss the Number of pages in the HKPC.**

3.1 Everyone AGREED the Chronicle should have 16 pages.

### **4. To discuss articles relating to Covid-19 in the next issues of HKPC**

4.1 It was AGREED to include under *did you know* details with regards to dialling 119 to request a covid test or book vaccination. It was AGREED that it is important to know where the priority post boxes are located. It was Agreed not to put in a link to vaccination sites at this stage, as the information keeps changing.

### **5. To discuss how lockdown may affect the next issue of HKPC**

5.1 Deliveries being done by residents on their daily walk. Susan to check that Chevertons are still able to print.

5.2 Risk assessment to be done by Clerk and Cllr Henderson to draft an email to volunteers delivering the Chronicle to ensure everyone follows social distancing rules.

## **6. To discuss the responses received from the Village Survey**

6.1 5 responses received so far. It was AGREED to defer to next meeting. So far comments included much support for the previous Corona Chronicle and a request for more covid information to be included on the Noticeboards.

## **7. To discuss the website**

7.1 It was AGREED to discuss how we deal with planning issues at the next Parish Council meeting to discuss how (or if we should) display our comments to planning issues.

7.2 Remind all Parish Cllrs of GDPR policies, and to be mindful of these when sending emails and in meetings.

## **8. AOB**

8.1 Cllr Rutherford sought clarification on how to deal with local stories supplied by local residents. It was AGREED that it is important to include community stories. It was AGREED that community stories would need permission from the source and controversial stories can be discussed at the Comms meeting. There was a request for Cllrs to be proactive to include stories from the local community.

## **9. Confirm time and date of next meeting**

9.1 Date to be decided late February 2021.

9.2 Clerk to look at Terms of Reference for the Meeting.

Meeting ended 20.20.