



**A COMMUNICATION COMMITTEE MEETING OF ALCESTER TOWN COUNCIL WAS HELD AT 10.30am ON WEDNESDAY 30 SEPTEMBER 2015 AT THE JUBILEE CENTRE, ALCESTER**

**Present**

Cllrs Y Morrison (Chairman), E Payne, A Brown

**PUBLIC PARTICIPATION AT DISCRETION OF CHAIR**

The committee may take presentations from the public at the discretion of the chair, maximum 5 presentations at 3 minutes each.

**A G E N D A (Standing Orders apply only Committee members to take part)**

**1. Apologies**

Cllrs C Neal-Sturgess (Mayor), C Brannigan (Deputy Mayor), M Nash

**2. Declarations of Interest**

*There were no declarations of interest.*

**3. Minutes of Last Meeting**

*The minutes of the August meeting having been circulated and approved by committee members were signed at the Full Council meeting on the 1<sup>st</sup> September.*

**4. Press releases**

No press releases were planned

**5. Forthcoming Newsletter**

There had been positive feedback from the Autumn Newsletter

The Winter Newsletter will be delivered the week commencing Mon 30<sup>th</sup> November, therefore the deadline for articles to be received will be Friday 13<sup>th</sup> November.

**6. Website/Social media**

There had been a few problems with the members page, wp logins have been checked and restored to the versions circulated. There may be issues with browser permissions for entering the page password. A simple guidance sheet will be produced for Councillors (to be circulated at Full Council)

There have been a few suggested items to include, but best to check Cllrs can use the system before populating it fully. First comments will need to be verified by an admin. Therefore Councillors will be advised to try their individual access to the members page.

**7. Town Issues/issues from other Committees**

*Councillors are reminded that agenda items must be received by the Clerk no later than 7 days prior to the corresponding meeting.*

**a. Town Issues**

i. Globe Hub Project

Globe House is now closed to the public and notification of this closure was included in the newsletter, on the town notice boards and on the ATC social media sites.

There have been no major issues encountered.

ii. Councillor Profiles

The Committee discussed putting together a template for Cllr profiles to standardise the website content. A format was agreed and will be put to Council.

iii. Town Guide

Cllr A Brown confirmed she had been in contact with Heritage Guides and had agreed with the Town Clerk that she would act as liaison between local businesses and HG on a commission basis, paid by HG. The first meeting is planned for w/c 14/09/15. The aim is to have the guide ready for print by December 2015.

iv. Advertising boards/banners for the roundabout signs

Concern was raised about the number of signs recently placed within the town in particular by the Shakespeare Hospice. AB contacted the local shop manager to discuss with them the recommended placement of signs and timescales allowed.

It was discussed that perhaps a local Sign Policy could be created and placed on ATC notice boards in the towns, this will be investigated further with a view to considering a draft document by the next meeting.

**b. Community Care** – nothing received

**c. Community Facilities** – nothing received

**d. Strategic Planning** – nothing received

### **8. Correspondence**

a. Stuart McEwan – re: VW Camper weekend

Cllr A Brown was aware of this proposal and informed the committee of the details, the Committee were very supportive of the idea, however issued of road closures etc. would have to be sorted with SDC.

### **9. Propositions to Full Council**

There were no propositions, however Councillors will be reminded to update their profile page on the website, abiding by the template put forward by the Communication Committee.

### **10. Date of next meeting**

Tuesday 13<sup>th</sup> October 10:30am at the Depot Club Room, Jubilee Centre