



**A COMMUNICATION COMMITTEE MEETING OF ALCESTER TOWN COUNCIL WAS HELD AT 10.30am ON TUESDAY 10 NOVEMBER 2015 AT THE DEPOT ROOM, JUBILEE CENTRE, ALCESTER**

**Present**

Cllrs C Brannigan (Deputy Mayor) (Chairman), A Brown, E Payne

**PUBLIC PARTICIPATION AT DISCRETION OF CHAIR**

There were no members of the public present.

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

**1. Apologies**

Apologies were received from Cllrs Y Morrison, C Neal-Sturgess (Mayor), M Nash

**2. Declarations of Interest**

*Cllr A Brown declared an interest on item 7ai.*

**3. Minutes of Last Meeting**

*The minutes of the October meeting having been circulated were approved by Committee members and signed at the Full Council meeting.*

**4. Press releases**

a. None

**5. Forthcoming Newsletter**

a. Items for the Winter Newsletter - a draft had been put together by Cllr Y Morrison and the Clerk, articles to be collected and placed.

b. Small Business Saturday – a request from WC to advertise the event, unfortunately the newsletter may be delivered too late to many households for the event, therefore the website and social media sites will be used.

**6. Website/Social media**

a. Cllr Profile pages – only a few received. The committee agreed to edit the existing content and then remind Cllrs to update them again.

b. Future content for Members Page – only a few Cllrs had accessed the page. The Committee agreed to start using the page, filling it with content, to encourage others to use it.

c. Residents Association pages – a request had been received from OGRA to have a page on the ATC website. The Committee agreed this would be useful, however would have to be limited to just one page per group. Malt Mill Lane Residents Association will be contacted to have a page too, and it is hoped other groups may be formed, such as Kings Coughton.

d. Updating the clubs/associations page – There were discussions regarding the ownership of the data already produced and future updating of the lists, this is to be clarified by members of the Community Care Committee. Once this is decided, and contact information verified and approved for public distribution, the lists will be re-built on the website.

e. Updating the business directory page – it was noted that the current page on the website links to an external site which is no longer being updated, therefore it is essential that ATC build this information themselves. Cllr A Brown will be collecting such information during the production of the Town Guide, therefore will look at producing a list for the website.

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

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

**a. Town Issues**

i. Town Guide – Cllr A Brown stated that this was still on course to be published by Jan/Feb 2016 with the Game Fair at Ragley Hall proving to be useful encouragement.

- ii. Town event advertising – It was noted that Stratford have introduced a similar policy, this is to be investigated further. An Alcester Policy is still being drawn up to hopefully be in place by early 2016.
  - iii. Clubs and Organisations day – There had been issues over who was running the event, this is to be clarified by the Community Care Committee (especially considering its potential Health and Wellbeing implications). A date is needed for the Newsletter and alternative locations to be considered.
- b. **Community Care** – none
  - c. **Community Facilities** – none
  - d. **Strategic Planning** – none

**8. Correspondence**

- a. None

**9. Propositions to Full Council**

There were no propositions

**10. Date of next meeting**

Tuesday 8<sup>th</sup> December 10:30am at Depot Club Room, Jubilee Centre

DRAFT