



Oundle Town Council

Fletton House, Fletton Way, Oundle, Peterborough, PE8 4JA
Telephone: 01832 272055
Email: admin@oundle.gov.uk Website: www.oundle.gov.uk

Communications Working Party

Minutes from the meeting held at 7.30pm on Tuesday 10th November 2014 in the Oundle Suite
Fletton House, Fletton Way, Oundle

Present: Cllr Talbot (Deputy Head), King and Grove

Minutes: Trish Baker

1. **Apologies for Absence:** Cllr Davis (Personal), Cllr Menck (Business) and Cllr Murphy (Business)

2. **To Approve and Sign Minutes and Actions from the Previous Meeting held on 8th September 2015**

The minutes were signed by Cllr Talbot (Deputy Head) and all action points were completed or discussed during this meeting.

3. **Oracle**

The Oracle has been produced and awaiting proof reading before going to the printers. Cllr King stated 'The standard of the Oracle has gone up a notch but it is incredibly frustrating and unfair that deadlines are being missed. It is produced by Cllr Grove and it is extremely frustrating when those asked to submit an article do not get it in by the deadline date. Those signed up to do this should get it in on time (even if extra help is needed). This is the only formal newsletter produced by the Council that is delivered to every household and it is part of Council Policy to produce four newsletters per year. It is also for those who have no access to the website. Deadlines have been missed with plenty of notice given holding back the production and editing of what is a great magazine. This must be done to achieve and maintain the Council accredited standard'.

4. **Update on Neighbourhood Plan**

The original Neighbourhood Plan Working Party no longer exists but will be replaced by a Scrutiny Committee consisting of focus groups which are in the process of being established, to ensure each area of the plan is carried forward, scrutiny assured and a series of public events held, possibly in February 2016, to be fully publicised in due course.

5. **Budget:**

For inclusion in 2015/2016 budget

a. An upgraded system for production of a special edition of the June Oracle 2016 which includes the Council's Annual Report, a new Social Media Management System costing

£80 plus a Page layout system costing £40 is to be considered. Alongside this a quote for increased pages and quality of paper used for the Oracle production is to be obtained from Inkwel printers. Cllrs King, Grove and Talbot to look in to this.

- b. To cancel any existing licences no longer being utilised/needed and to review all existing Council subscriptions for social media ensuring the budget is adhered to.
- c. To be included in the budget any costs for Neighbourhood Plan Events and the Annual Town Meeting. Trish to populate a budget sheet for all costs.

6. Christmas Cards:

Lesley Taylor at Laxton Junior School along with Cllr King have chosen the final Christmas Card to be published. The drawing by Gabriella Todd Year 3 was chosen (front cover of December Oracle) and Trish to order 60 cards for the Council and 12 cards for the Mayor.

7. Social Media Policy:

Cllr Grove has proposed a social management system for Facebook and Twitter costing £80 and could be managed through the Hootsuite Pro system allowing up to 19 people to manage accounts allowing upgrades if and when needed for the Digital Team.

Cllr Talbot has investigated a Web based Page Layout Software System which will enable us to produce the Oracle with improved page layout publishing for up to 5 users at a time at an approximate cost of £40 per month or less. This would allow all councillors/staff to edit their own piece with templates set up by Cllrs Grove and Talbot and each can populate their own pages prior to manager editing.

8. Annual Town Meeting:

The new format for the Annual Town Meeting is to be 'Oundle Question Time' and this will hopefully encourage Oundle residents to attend, ask lots of questions whether pre-submitted or not, enabling them to drive the agenda and have full participation. Topics to be covered will include, education, policing issues and future developments in Oundle. The roving microphones are to be assessed as they require improvement.

9. Any Other Business: None.

10. Date and Time of Next Meeting:

12th January 2016 (Please note that future meetings may be held monthly)

There being no further business the meeting closed at 9.35pm