



# Oundle Town Council

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## Communications Working Party

Notes from the meeting held at 7.30pm on Tuesday 23<sup>rd</sup> June 2015 at the Courthouse

1. Apologies for Absence

2. Present: Cllrs King, Murphy, Menck, Grove and Talbot

3. To Elect a Deputy Head of the Communications Working Party

It was proposed that Cllr Ian Talbot is to be elected as Deputy Head of the Communications WP

**Proposed:** Cllr King      **Seconded:** Cllr Murphy      **Resolved Unanimously**

4. To accept Terms of Reference

Following a review and explanation of the Terms of reference it was agreed to accept them and the item of Social Media is to be expanded using Twitter and the development of a Facebook page.

5. To Review the 5 Year Council Business plan in relation to the Communications Working Party.

Social Media:

Requires two people to prepare a paper for the Full Council Agenda Meeting 15 September, to explore what social media we can use, how we can expand on it, what recommendations are to be made, has to be budget neutral, and include in the remit the best usage of Social Media for the Neighbourhood Plan. To be prepared and considered at next Comms meeting 8<sup>th</sup> September 2015 by Cllrs Grove and Talbot.

Oracle:

Comms WP are responsible for the quarterly production of this magazine. Need new editor to review publishing and design for the autumn alongside running an e-oracle which can be constantly updated with facts. Trish to change dates and produce new template for the production timetable in preparation for the extra meeting to be held on 15 July at 7.30pm and to book Chambers. Report to be forwarded to Full Council.

Councillor Davis arrived at 8pm

Annual Town Meeting:

New date is 28<sup>th</sup> April 2016 and this event to be organised by Comms WP following the successful meeting held earlier this year.

Youth Café at Fletton House:

This new project is now within the Comms Plan and to be co-ordinated by Councillors Murphy and King

Neighbourhood Plan:

The Neighbourhood Plan is to be embraced by the Comms WP. The next consultation date with the public is on Thursday 16 July 2015 at 7.30pm at the Queen Victoria Hall. The aim is to inform the public where we are with the plan and particularly focus on the future housing allocation within the town and to receive public feedback.

Christmas Cards:

To ask pupils from the Primary School to design a Christmas card for the Mayor and this could possibly be used to front the December Issue of the Oracle but must be completed by 3<sup>rd</sup> November 2015.

6. To Approve and Sign the Minutes and Actions from the meeting held on 20 April 2015

The minutes were signed by Cllr Murphy as she was the only member present who had attended the previous meeting.

7. Neighbourhood Plan Consultation Event 16<sup>th</sup> July 2015

Format: to present back to the public where we are with the NP and particularly focus on the future housing allocation for the town. It is crucial to receive and record any public views as the plan covers up to 2031. Comms WP to encourage the public to attend and Trish to produce attendance sheets. Volunteers needed to set up chairs/tables/sound system/display boards and projector to be borrowed from the Museum Trust. Cllrs Davis and Murphy are available pm to help set up. Trish to publicise on Notice Boards, Council Web Site, Oundle.info and Electronic Notice Boards. Lanyards to be worn by Cllrs for identification.

8. Any other Business

**Computer Security Software:** Bluemoon our contractors for IT need to know which security company we wish to go with for all computers/servers as the present supplier with F-Secure ends tonight. It was decided to go with AVG as recommended by our IT supplier.

**Twitter Account:** The office owns the login details for the twitter account and this is to be formalised in the September plan and a paper drawn up as in Social Media discussion.

**Website Domains:** Cllr King has purchased the following domains for Council use to promote cultural heritage and encourage return visits to the town by the public.

**Oundlefestivaltown.co.uk and festivaltown.co.uk**

**Date and Time of Next Meeting: Wed 15<sup>th</sup> July 2015 (Oracle Preparations Only)  
8<sup>th</sup> September 2015**

Meeting closed at 9.18pm

Signed.......... Date..... 8/9/2015.....

Action Points – Communications WP Meeting – 23.06.2015

Reference	Action	Responsibility	Date
Comms WP 5yr Business Plan	Social Media: Paper to be produced & put on FC Agenda for 15 Sept 2015. Expansion, recommendations, ownership and budget to be considered ready for draft paper to be considered at next Comms Meeting <b>08.09.15</b>	Cllrs Talbot and Grove	15.09.2015
Oracle Production – <b>Extra Meeting 15.07.15</b>	Confirm room available for Comms Meeting 15.07.2015 Draft timetable to be produced (This to be accepted for FC meeting 21.07.2015) Discuss running an 'e-oracle' which is constantly updated with facts. New Editor to be elected and a review of the existing publishing and design of the Oracle to be considered.	Trish Trish All All	15.07.2015
Neighbourhood Plan Event <b>16.07.2015</b>	Comms WP to encourage public to attend. All advertising Websites, Notice Boards and ENB to publicise. Attendance Sheets to be produced Volunteers to set up tables & look at plans & record opinions. Cllrs Davis & Murphy available for pm set up. Arrange for computer, Projector Screen & Projector to be available Lanyards to be organised for New Councillors	Trish Trish All Trish Trish	ASAP
Twitter Account	Council Office own login details for twitter account 7 this to be formalised in the plan and a paper drawn up with all details	Cllr King	08.09.2015
Youth Café at Fletton House	Draft Paper to be drawn up with all details for presentation at FC meeting 21.07.2015	Cllrs Murphy and King	21.07.2015