



# Oundle Town Council

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## Communications Working Party

Notes from the meeting held at 7.30pm on Monday 16<sup>th</sup> February 2015 at the Courthouse

### 1. Apologies for Absence

Cllr Clarke (Business)

### 2. To Approve and Sign Minutes and Actions from the Previous Meeting held on Monday 16<sup>th</sup> February 2015

Proposed: Cllr N Oakes

Seconded: Cllr S Oakes

Resolved Unanimously

### 3. Updates on Communications Working Plan

#### 1. Fletton House

##### a. Naming of Rooms following suggestions from FHWP

Cllr N Oakes to liaise with the museum to see what names would be suitable if the historic naming route is chosen and this item to be discussed at the next meeting.

NO

##### b. Official Opening Ceremony

After discussion it was agreed that Cllr Radcliffe and the Town Clerk would write to the Lord Lieutenant about the Fletton House Project in the hope that he may be able to secure an official visit in 2016.

GR/DH

#### 2. Oracle

Cllr Radcliffe awaiting a few articles from the Events Officer, Town Clerk and Cllr Stagg to include in the March Oracle, which will also include an article on the forthcoming elections. Proof to Inky for 20<sup>th</sup> February, delivery to the office 27<sup>th</sup> February, distribution commencing 28<sup>th</sup> February.

GR/TB

### **3. Neighbourhood Plan - Feedback Event**

All leaflets have gone to the new housing in Creed Road to attract those who did not respond to the questionnaire. Posters are up in the shops, the event has been advertised on both websites and Electronic Notice Boards. Cllr Clarke to give out leaflets at the Farmers Market on 14<sup>th</sup> February. Consultation Event in Chambers on 20<sup>th</sup> 21<sup>st</sup> and 22<sup>nd</sup> February at set times. Rota to be fixed and all town organisations to be notified.

MC/TB

### **4. Election Countdown Actions**

Report to Full Council on 17<sup>th</sup> February 2015 and Trish to send power point presentation to Cllr Radcliffe and timetable of dates when received from ENC.

A recruitment event to take place in Chambers on Tuesday 17<sup>th</sup> March, 2- 3pm and 6-7pm with Councillors available to talk to any visitors, providing information on becoming a Councillor and what it involves. Display boards to be set up and refreshments provided. Cllr Murphy to visit/email sports clubs, schools, pre-schools and nurseries to encourage 'young blood' to come along, and the event to be advertised on their premises. Event to go on both websites, electronic notice boards and posters displayed. Cllrs Murphy and N Oakes to cover 2-3pm and all Councillors to be there if possible for 6-7pm prior to Full Council Meeting at 7.30pm.

DM/NO

### **5. Annual Town Meeting 2015**

Advert for ATM to be placed in the Oracle and the same information to go on both websites, ENBs and Notice Boards in Town including Library and Medical Surgery. Format of meeting – Mayor to report on the activities and achievements of the council then open the meeting to the public and Cllr Radcliffe will refer to the Chairman of the working parties to answer any questions.

Inspector Julie Meads to speak for 5 mins about PCSOs etc. and Mark Tait (Headmaster) to speak for 5 mins about Prince William School and the impact of local developments.

The public are to be encouraged to send in questions, organisations to prepare any display items, and Trish to send out requests for accounts. Reminder to be displayed again to save the date.

GR/TB

#### **4. Update on Twinning**

No updates received by Cllr S Oakes. Letters to be sent to the Mayor and Chairmen of the Twinning Groups and Cycling Clubs inviting them to the Women's Tour and members of the Council to put them up for that weekend 18-21<sup>st</sup> June. Invitations for future events i.e. Yarn Bombing, Sausage Festival etc. to be arranged with the help of Paula and Debra. .

#### **5. Any Other Business**

Cllr N Oakes has requested we collect the email addresses and phone number of persons attending the ATM for future contact. TB

After discussion it was decided that a safeguarding and risk assessment be carried out to ensure historic information can be retrieved electronically in the future, and the possibility of future agenda items to have links attached. This would enable information to be brought up electronically before Council Meetings to save on paper and increase communication and to be aware that in some cases paper copies will be needed.

Table board sign progressing and to be discussed at Full Council.

Street names for the site at Grace Homes were discussed: In favour with Old School Avenue. Enquiries to be made as to the origination of the names with Grace Homes.

Letter from Carezza Black to be forwarded to community groups about dog warden/talks. TB

#### **6. Date and Time of Next Meeting**

**Monday 16<sup>th</sup> March 2015 at 7.30pm**