

Minutes of the Communications sub-Committee meeting of Hay Town Council held at the Sports Pavilion, Brecon Road on 12th June 2019

Present: Cllr Josie Pearson (JP) Cllr Trudy Stedman (TS)
 Cllr James Prothero (JPr) Cllr Helen Davies (HD)

In attendance: Nick Burdekin (NB)

Apologies: Cllr Jade Hall

COM151- Election of Chairperson

TS proposed JP be elected Chairperson. HD seconded. *Unanimously approved*

COM152 - Minutes of the Meeting dated 6th March 2019

The minutes of the meeting dated 6th March 2019 were agreed and signed as a correct record.

COM153– Matters arising from minutes not on the agenda

(a) Website e-mail addresses

TS said that there is an ongoing issue with replying to the .gov.uk e-mails. JPr said he has an issue replying to non .gov.uk e-mails. TS to contact GloverSure Ltd about this issue. It might be that the accounts are only currently set up to reply to .gov.uk addresses only. TS to send NB guidelines on how to set up the .gov.uk account for the Town Clerk. TS needs to set up these accounts with: JH, IK and HD.

(b) Portable ramp photograph - feedback

The Sub Committee agreed that the photograph and publicity opportunity held on 16th April 2019 went well and that an article with the photograph was publicised in the Brecon and Radnor Express.

COM154 – Newsletter

(a) Agree this year's deadlines / issues / co-ordinators

A general discussion was held on the number and date of newsletters, Wye Local articles and the Annual Report. It was agreed that the number of newsletters would be reduced from 4 a year to 2 a year, one newsletter in October 2019, on the Annual Report in May each year. It was also agreed that the newsletter in October 2019 would be a longer version than normal, the same length as the newsletter.

(b) Future ways of designing newsletters – decide best option

It was thought that working with Richard Greatrex, who has the software, the template, and does the work for free, has more advantages than disadvantages. There are issues around having long enough to proof-read the newsletters and ensuring the content remains as written by Cllrs/the Clerk. However, this is mitigated by reducing the number of newsletters/Annual Report to 2 a year, rather than 4, as well as building in sufficient proof reading time. On this basis, it was agreed to keep with Richard for designing the newsletter and Annual Report.

COM155 - HTC Annual Report – Feedback for 2020's edition

NB said that there has been some very positive feedback from residents about the Annual Report, including a thank you card. There was some positive criticism, which included reducing repetition of content and completing draft content earlier to allow for more time to put the newsletter together and to then proof read.

JP will inform Richard of the proposed changes to having 1 newsletter and 1 Annual Report each year, rather than 4 newsletters. JP also to let Richard know how much time is needed for each newsletter/Annual Report for proof reading before going to print, with a minimum period of 48 hours needed. JP to ask Richard if he could possibly send newsletter/Annual Report for proof reading in a format that is more easily read, page by page. Currently, the newsletter prints off as it would go to the printer's and therefore it is very difficult to follow the page order.

COM156 - Wye Local Article – agree this year's deadline / issues / Cllrs to write articles

In the light of reducing the newsletters from 4 to 2, TS suggested that some of the Wye Local articles are longer e.g. full-page articles rather than the current 200 words. JP will ask Wye Local for a quote for full-page articles rather than 200 words.

The Sub Committee then drew up the following plan for newsletters, Annual Report and Wye Local articles:

Aug 2019 – Wye Local: Full page/longer article (JP to co-ordinate, group article)

Oct 2019 – Newsletter (longer version, same size of the Annual Report)

Dec 2019 – Wye Local: 200 words article (JPr to write)

Feb 2020- Wye Local: Full page/longer article (JH to co-ordinate, group article)

April 2020 – Wye Local: 200 words article (JPr to write)

May 2020 – Annual Report (TS to co-ordinate)

June 2020 – Wye Local: 200 words article (IK to write)

Recommendation:

TS proposed, JP seconded. *Unanimously approved*

(i) That Hay Town Council reduces the current 4 newsletters to 2 longer newsletters (1 newsletter, 1 Annual Report) and longer Wye Local articles

COM157 - Standing Orders

NB explained that the Standing Orders were almost complete, there were just a few outstanding items to complete. These mostly relate to personnel/grievance issues. NB has looked at Welshpool's and Llandrindod Wells' Standing Orders and, particularly Welshpool's Standing Orders, were very customised. NB added that NL had suggested resolving the issues with a statement around matters being referred to a panel of 3 Cllrs. TS added that the Standing Orders could say that ACAS procedures will be followed. NB to amend Standing Orders and circulate to Full Council for decision at next Full Council meeting, 1st July 2019.

Recommendation:

JP proposed, HD seconded. *Unanimously approved.*

(i) That Hay Town Council formally adopts the Standing Orders for 2019/2020

COM158 – Other possible publicity opportunities

(i) South Korean delegates visit – Wed 19th June 2019

TS will ask Jeff Morgan if he can take part in the event and take photographs. Photograph and article to be sent to Brecon and Radnor Express and put on HTC website/Facebook page.

(ii) 'Shared Spaces' newly installed gates

NB to contact David James, Black Mountain Lions, and ask David to contact JP to arrange a site visit to agree which of the new gates will be sponsored by Black Mountain Lions and therefore will have BML plaques put on them. Once the plaques have been installed, then a photograph can take place.

(iii) Any other projects?

Hay Summer Show could be given more support / publicity through HTC's Facebook and website. JP said she would add something to Facebook, and TS said she would add something to HTC's website 'News' page.

COM159 – Policies to be put together by NB

NB showed Cllrs the start of a policies folder that he is putting together. NB added that he has some policies already from OVW and has been looking at the types of policies other Town Councils use, such as Welshpool and Llandrindod Wells. NB will continue to put the policies together and is working to a deadline of December 2019 as per the Action Plan.

COM160 – Action Plan for 2019 / 2020

NB to amend and update a new Action plan for 2019/2020 based on the programme outlined in this set of minutes and to include any outstanding issues from the Action Plan for 2018/2019.

Within this, NB to add in IK needs a photograph taken and to put together her biography. JP will ask Richard Greatrex if he is able to take the photograph. TS to send IK the biography template form. TS also to check which Cllrs are still on the website to ensure it is up-to-date.

TS to add a detailed response on the website to the current situation with Powys CC and ongoing issues with Community Asset Transfers (CATs).

Kingdom Project to remain in the Action Plan as an ongoing activity.

'Shared Spaces' project- NB to update the new, relevant dates onto Plan. The same with Citizen of the Year', Recycling Grants and GDPR.

Once NB will complete the Action Plan for this financial year and circulate to Comms Sub Committee Cllrs.

COM161 – Terms of Reference

NB said that the auditors have requested Terms of Reference for each Sub Committee. Terms of Reference essentially outline how a Sub Committee carries out its business and reports to Full Council. TS added that ToFR’s should include things like why a Cllr was chosen for a Sub Committee, for example, their interest of expertise. NB will draft a Terms of Reference for Comms and circulate for comment.

COM162 – Time and date of next meeting

NB to send Cllrs a list of proposed times/dates based around the activities of Comms Sub Committee by Doodle Poll from July 2019 to April 2020.

Signed.....Date.....