

Minutes of the Communications sub-Committee meeting of Hay Town Council held in the Downstairs Room, Council Offices, on 6th December 2019

Present: Cllr Josie Pearson (JP) Cllr James Prothero (JPr)
 Cllr Isobelle Keith (IK)

In attendance: Nick Burdekin (NB)

Apologies: Cllr Helen Davies (HD) Cllr Trudy Stedman (TS)

COM171- Minutes of the Meeting dated 31st October 2019

The minutes of the meeting dated 31st October 2019 were agreed and signed as a correct record.

NB was asked to contact Ben Whittle regarding possible public consultation for solar canopy at Hay Primary School/Oxford Road car park.

JPr asked if Jade Hall's contact details were still on the website. NB to check and remove if they are.

**COM172- Matters arising from minutes not on the agenda
(a) Quote(s) for new lap top, desk top and printer for Clerk**

TS was not present, await update from TS.

**COM173- Wye Local Article (longer article 500 words)
(i) February 2020 (deadline for article 14th January 2020) Cllr to be nominated and topics to be chosen**

JP agreed to write the article which will be 500 words limit. JP suggested including in the article the following topics:

- Tree survey results on Old Railway Line, in response to the question raised by members of the public at Full Council on 2nd December 2019
- A report on the Christmas Lunch (which will take place on 7th January 2020)
- What level of Precept has been set and the reasons why
- Cllr resignation(s) / notices for vacancies – dependent on the situation at the time of writing.

JP will ask TS for the wording relating to the tree surveys.

**COM174 – Proofs/quotes for various items
(i) Christmas Lunch postcards – PowerPrint**

NB confirmed that the quote for the A5 postcards on card was £75.00 and they have been ordered. NB to inform Councillors when the postcards have been made and collected. NB to collect.

(ii) Business cards, compliment slips, letter-headed paper – PowerPrint

NB handed out quotes for these three items to Councillors. Given that HTC will be moving offices in 2020, so address details will be changing, and the Clerk's e-mail address will also be changing, Councillors agreed that small quantities will be sufficient for the first order. The following was agreed:

- Business cards. Do not put Mayor or Clerk or individual Councillor names on the cards, keep them generic. NB to slightly amend business card proof to read: Hay Town Council NOT Mayor of Hay, Hay Town Clerk or individual Councillor names.
Cllrs agreed that NB should order (x50) @ £12.00 as per the quote.
- Compliment slips. NB confirmed that there are 3 compliment slips per A4. On this basis, Councillors agreed to order the minimum order that PowerPrint would do, again because the address details etc will change.
- Letter heads. Councillors agreed to order (x100) letter head @ £22.00.

(iii) 20 mph speed signs

NB said that he is still waiting for a quote from RS Signs, Hereford. Once the quote has arrived, NB to circulate to Comms Councillors and then arrange to go out on site to identify locations for the signs.

(iv) Yellow dog campaign – metal signs

JP will sent NB the Yellow dog campaign poster. NB will then get a proof/quote for (x1) metal sign and (x10) metal signs.

COM175 – Development of Community Engagement Plan 2020

NB explained that on his Clerk's course, it was explained that many Town Councils have Community Engagement Plans. NB said that he needs to put a plan together for his course anyway, so would be happy to draft one on behalf of HTC. Ideas to include were:

- Consultation with Ben Whittle / solar canopy Oxford Rd
- Green Festival (proposed Spring 2020)
- Launch of Miles Without Stiles
- Annual Report May/June 2020

NB to draft and circulate for comment and amendments.

COM176 – Overall Transport Plan for Hay-on-Wye (Josh Green proposal)

JP suggested that NB contact Josh Green and ask Josh to arrange a meeting with HTC, Hay Festival and Hay Castle to discuss developing a transport/car parking plan for Hay town centre, particularly to support festivals and busy times of year and to look at hard-standing car parking options, signage and other issues.

COM177 – Tree survey results on the Old Railway Line

This issue was raised by members of the public at HTC’s Full Council meeting on 2nd December 2019. Why certain trees have been marked and what the marks mean was the main query. JP said that TS has already agreed to draft a response detailing why the various markings have been made and the relevant officers that inspected the trees and recommended the tree management plan. JP said that this response can be added to HTC’s Facebook page (JP to add) and HTC’s website (NB to add). JP added that the Wye Local article in February 2020 could also be used to explain the markings/management.

COM178 – Section 6 – Environment (Wales) Act

(i) Summary HTC’s actions to enhance biodiversity – deadline 31st December 2019

NB explained that One Voice Wales has contacted Town Councils to remind them that they must put a report on their websites by 31st December 2019 at the latest explaining how they have helped to enhance biodiversity in their towns. NB added that OVW also said that an interim report can be posted by 31st December which explains why and when then full report will be posted. For example, to align with Annual Reports (May or June in HTC’s case). NB will draft the interim report and circulate to Cllrs before posting on HTC’s website. JP said that a short summary of this could also be added to the Wye Local article in February 2020.

COM179 – Action Plan for 2019 / 2020

NB to update the Wye Local articles which have been completed. NB asked JPr if he would consider translating some of the more important information into Welsh. This idea was deferred until 2020.

NB to add in: Green Festival, Easter weekend 2020, Car Free Day (which IK suggested could be a joint event with the Green Festival. NB was asked to add to Full Council agenda for 6th January 2020 an agenda item: Green Festival / car free day – traffic order costs for decision.

COM180 – Time and date of next meeting

Monday 27th January 2020, 9.30 am.

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