

Minutes of the Communications sub-Committee meeting of Hay Town Council held in the Downstairs Room, Council Offices, on 27th January 2020

Present: Cllr Josie Pearson (JP) Cllr Isobelle Keith (IK)
 Cllr Trudy Steadman (TS)

In attendance: Nick Burdekin (NB)
 Chris Watkins (CW)

Apologies: Cllr James Prothero (JPr)

COM181 – Minutes of the Meeting dated 6th December 2019

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

COM182- Matters arising from minutes not on the agenda

i) New laptop, desktop and printer for Clerk

Details were given about the quote for the equipment which includes set-up.

The laptop is an Intel IS with a 17" screen costing £499. The HP desktop is £520 with monitors costing £80 for a 21 inch and £95 for a 23.5 inch. A Microsoft Office account/licence will cost £75 to include 5 users. This quote was obtained from Tim Pugh from the nearby computer business and Councillor agreed they were competitive prices. Tim Pugh provides official ICT support already.

The councillors agreed that this was the best option and TS agreed to send an email to all councillors giving details.

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

NB explained that not many were ordered of these items as he did not want to waste money with the addresses changing due to the office move.

The councillors thought that with the generic council telephone number on the front of the business cards and compliment slips, individual councillors can write their own email addresses and phone numbers on the back. They agreed that NB can go ahead with ordering as a change of address will not matter.

NB showed Councillors the letter headed paper and it was agreed that CW could first try to add the names of the Mayor and the Clerk to a letter template to print directly onto the letter heads. If this isn't possible for reasons of font/spacing/layout, NB to inform Councillors with a view to adding the Mayor's name and then Clerk's

name directly onto the letterhead from May once the new Mayor is confirmed.

iii) 20 mph speed signs – RE Signs

NB showed the councillors the size of the smaller of the proposed 20 mph advisory signs and the councillors agreed that it was large enough.

It was agreed to go with the quote for the signs made from aluminium @ £60.00 per sign. NB showed Councillors some potential locations on the lap top, including several locations where there are gold and black finger posts, all owned by HTC.

Councillors agreed that the signs, if purchased, should be placed at each of the main roads into Hay, possibly with signs on the left and right of these approaches. There was a discussion about where exactly these signs could be located and how. NB added that there would also be costs for installing the signs.

Several key sites were discussed:

- One on the black and gold finger post near the three Tuns, one at the trough, two at Oxford Road on the black and gold finger post (facing in different directions)
- One on the black and gold finger post by Gypsy Castle Lane near the Swan
- One near the play area by Gypsy Castle Lane
- One on Newport Street by Hay & Brecon Farmers- who may put up a post for the sign
- Possibly by the bottom of Church Street
- One by the dentist on Oxford Road

Once the signs have arrived, further work will be needed to decide the best sites for them. This would be best achieved through Councillors visiting various possible locations.

iv) Yellow dog campaign – metal signs

The prices quoted were £66 for one and £54 for 10. The size quoted was for A4. NB was asked to clarify that this was the actual size delivered as this appeared to be expensive compared to the 20 mph signs although the councillors agreed that there was more detail required on the yellow dog signs.

COM182 - Recommendation

(i) That HTC buys 12 x 20 mph signs (450mm x 697mm in size) for a maximum price £600.00.

COM183- Citizen of the Year 2020

i) Confirm eligibility

Last year an individual had to be living and working in Hay to be nominated whereas anyone could nominate. The councillors thought it would be better to remove the "who live" qualification so that someone who contributes by working in Hay but lives outside Hay can be eligible to be nominated for the award.

ii) Individual/ Group award

It was agreed that this should remain the same with two awards being available, one for an individual and one for groups, each year.

iii) Agree launch timescale

The scheme will be launched on Monday 6th April with a deadline of 19th June for nominations. The awards will be presented at the Summer Show on 19th July.

The criteria will need adapting to add in "two awards" and with updates on timings etc. before being uploaded with NB to amend.

COM183 – Recommendations

(i) That the criteria be changed to allow people who do not live in Hay to be eligible to be nominated for Citizen of the Year.

(ii) That Dial-a Ride's name be added to the board from last year and that the names of both the individual and the group be added to the board in the future.

COM184- Development of Community Engagement Plan 2020

This is being typed up by CW and will need to be emailed out to the Comms committee to comments.

A thorough review will need to be made next year with more consultation needed. TS added that it is 5 years since the Hay Town Plan was completed following thorough consultation with local residents, groups and organisation and this will need a review.

NB said that following a meeting with Hay Festival, Hay Castle and Hay Chamber of Commerce, a Sustainable Hay Transport Plan is being drafted and should be sent to HTC before the next Full Council meeting in February 2020 for discussion. NB will send this document out to all Councillors as soon as he receives it.

The councillors suggested that flipcharts need to be acquired either by buying or perhaps firms may have some they do not use.

COM185- Wye Local Article (short article – 200 words) April 2020 (deadline for article 14th March 2020) Cllr JPr – choose topics

- a) Possible launch of Citizen of the Year
- b) Launch of Miles Without Stiles

**COM186- Section 6 – Environment (Wales) Act 2016
i) Summary HTC's actions to enhance biodiversity**

This will need to be uploaded onto the website and it is currently being typed up. NB said that Town Councils have a legal duty to update s6 actions every three years, although it could be updated every year. For example, an updated report could go with the Annual Reports each May/June.

Once typed this will be circulated for comments by NB/CW.

COM187 – Action Plan for 2019/2020

There are various items which need to be updated, for example the Yellow dog campaign, the 20 mph signs and the s6 report.

TS will arrange training for CW for inputting onto HTC's website.

Updating of policies is an ongoing area to be tackled.

COM188 Any Other Business

None.

COM189- Time and date of the next meeting

This was undecided but a meeting may need to be arranged soon after the PCC meeting on Friday 31st January 2020.

The meeting closed at 11.05 am