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Approved Minutes of Staffing and Communications Committee Meeting held on Wednesday 25 July at 7pm in the Village Hall, 112 Station Road, Balsall Common CV7 7FF

Minutes

Present: Councillor Mark Tattum (Chair), Councillor Judy Lea, Councillor Christina O’Sullivan and one member of the public

1. Apologies: Apologies were received and accepted from Councillor Marie-Louise Marsden
2. Declaration of Interests: Councillor Judy Lea declared a non-pecuniary interest in the Bugle
3. To approve the Minutes of the Staffing and Communications Committee Meeting held on 14 March 2018 as a true record.
Resolved to approve the Minutes of the Staffing and Communications Committee Meeting held on 14 March 2018 as a true record.
4. Public Forum:
There were no comments from the public forum
5. To receive an update on the progress of resolutions of the last meeting.
Policies and procedures approved at the last meeting have been placed on the website.
6. Communications Working Group update to be noted.
Update to include the Digital Communications Strategy (website, facebook and MailChimp – direct mail) and the use of community media.
The Communications Working Group update was noted. It was agreed to monitor the use of the Council’s website and to make minor adjustments to market the content of the website more effectively. It was agreed to continue to use MailChimp strategically for announcements and communications.
7. Proposal to establish a bi-monthly newsheet to be produced in the week following each full Council meeting ie 23.07.2018, 24.09.2018, 26.11.2018, 21.01.2018 and 25.03.2018.

Resolved to establish a bi-monthly newsheet to be produced in the week following each full Council meeting ie 23.07.2018, 24.09.2018, 26.11.2018, 21.01.2018 and 25.03.2018.

The Clerk is delegated to produce the material with input from Councillors as appropriate. The newsheet will be made available through all the Council's media outlets and made available to community media to be used intact.

- 8. Date and Venue of Next Meeting:**
tba

SIGNED Mark Tattum (Chair) DATE