

## Minutes of the Hassocks Parish Council Policy, Resources and Communications Committee Meeting 25<sup>th</sup> July 2016 7.30pm

Attendees: Chair, Judith Foot (JAF); Frances Gaudencio; Peter Gibbons; Sue Hatton; Ian Weir; Kate Bailey; Ian Credland.  
and Jane Bromley (Administration)

APOLOGIES: Justine Fisher (JF)

DECLARATIONS OF INTEREST: None declared.

MINUTES: To accept the minutes of the meeting held on 7<sup>th</sup> June 2016 (previously circulated).

**16/410** The minutes were accepted as an accurate account of the meeting.

PUBLIC PARTICIPATION: No members of the public were present.

REVISED COMMUNICATIONS PAPER: To consider a Draft Communications Paper compiled by Cllrs Frances Gaudencio and Justine Fisher.

FG explained that the paper had previously been presented but after talking to the office staff had adjusted some areas to reflect their views.

The paper had been drafted with a view to creating a strategy for communication so that the Parish Council could be prepared and able to deal with the many different types of communications required from it in a clear and consistent manner to inform, consult or encourage participation. This would as a result raise the profile of the Parish Council. JF recommended to the committee the use of Face book as a social media and FG as in favour of using the Facebook Notice board facility as a trial to see the impact both as a communication tool and on the workload of the office, as the office staffs' time in posting needs to be taken into account. FG pointed out to be all age and disability inclusive with communication and hence the Notice Boards would still be used to post information. IW thought that it was the sudden requirements for communication where the difficulty currently lay. A recent request for a radio interview had come at a time when he had been away on holiday and there was no set procedure to follow.

*16/411 It was proposed and agreed by all, after discussion by the Committee that for any given broadcast request that the Clerk should contact the Chair or Vice Chair together with the appropriate Committee Chair as to the response.*

FG would like to see a nominated Councillor with responsibility for Communications most ideally someone with press handling experience. It was thought that JF had experience and would be ideal but IC pointed out that it would involve a lot of work and Justine was already very busy. IC mentioned that it may be possible to use Trigger Solutions (the IT support company for the Parish Council) to enable certain items such as the calendar to be linked to the Facebook page.

SH thought the articles appropriate for the public domain could be agreed as part of the Chairs of Committees' meeting which is held once a month.

FG suggested the selected information should then be presented to the Clerk with the nominated Councillor for communication becoming involved along with the Committee Chair. If all were in agreement then the selected administrator would post the item. IC felt that there was an increased need at this time to be mindful of the Offices workload.

*16/412 It was proposed and agreed by all that FG would amend the paper to reflect that what was to be put forward for publication would occur at the Chairs of Committee meeting. The paper would then be included on the agenda at the next full Parish Council meeting on 13<sup>th</sup> September. In the meantime FG would talk to the office as to what was involved in posting items on a Facebook Notice Board and the process of setting up an account.*

Urgent matters at the discretion of the Chairman for noting and/or inclusion on a future agenda: None discussed.

DATE OF NEXT MEETING. Tuesday 20<sup>th</sup> September 2016

EXCLUSION OF PUBLIC AND PRESS

The Council RESOLVED in view of the nature of the business about to be transacted under items 6-8 on the agenda that it was in the public interest that these items were treated as confidential and the public were invited to withdraw.

Minute Items 16/413 to 16/414 were discussed confidentially.