



Laverstock & Ford Parish Council
Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

**Meeting of the Communications & Community Engagement
Committee held on Tuesday 14th September 2021
at the Old Sarum Community Centre**

DRAFT MINUTES

Councillors present: Waller (Chair), Jones, Hayes

In attendance: Prince (Clerk), Deane (Deputy Clerk), Whitfield (Communications and Community Engagement Officer and Clerk for this meeting)

In attendance remotely via Zoom: Cavendish (Operations Officer)

The meeting commenced at 7pm.

CCE.21.001 Apologies

Apologies had been received from Cllr Barker.

CCE.21.002 Declarations of Interest

There were no declarations of interest.

CCE.21.003 Scheme of Delegation

There was some discussion around the wording of the scheme of delegation to the Communications and Community Engagement Committee. The committee proposed the following:-

- 4.1 To develop and implement the Council's branding and oversee the communications and media programme i.e. social media, council website, newsletter, noticeboards.
- 4.2 Ensure consistent branding on signage at all Council property.
- 4.3 Oversee the Council's media relations activity and establish a process for responding to events and for briefing the news media of Council policies and programmes.
- 4.4 Oversee the development and implementation of the Council's community engagement programme.
- 4.5 Act as focal point for the management of Community events staged by the Parish Council in conjunction with ward councillors.
- 4.6 Approve the development of the Council's annual report.
- 4.7 Management of any community project or communication programme specifically delegated to it by the Parish Council.
- 4.8 Consideration of any other matters delegated by the Parish Council.

Resolved: to ask Full Council to approve the above amendments to the Scheme of Delegation.

CCE.21.004 Meeting times, dates and venues

The committee agreed future meetings will be on the first Tuesday of the month following the schedule of February (Old Sarum Community Centre), April and June (Riverbourne

Community Farm), September (Old Sarum Community Centre), November (Hampton Park Pavilion) and other meetings as required.

CCE.21.005 Priorities for Work Programme

The Committee has identified 5 priorities to focus on and after discussion agreed to address them in the following order:-

1. Review of social media and Website
2. Review of Parish Newsletter
3. Community Consultation Strategy
4. Updating the Parish Plan in conjunction with Full Council
5. Parish Identity

The Clerk commented that a large amount of community engagement had already been done by the Neighbourhood Plan Steering Group and felt that a resolution of full council should be made to proceed with a review of the Parish Plan. Cllrs Hayes and Waller felt that the Parish Plan would focus on 'softer' issues than the Neighbourhood Plan and would involve input from all the committees. The Clerk will include this on the October full council agenda.

The Communications and Community Engagement Officer will arrange for a Christmas Card to be written and delivered to newsletter volunteers. **ACTION CCE OFFICER**

The meeting closed at 8.26pm.

NEXT MEETING. The next meeting of the Communications and Community Engagement Committee will be on 2nd November 2021 at 7pm at Hampton Park Pavilion.