



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Virtual Meeting of Communications & Community Engagement Committee held on Tuesday 2nd November 2021

DRAFT MINUTES

In accordance with current regulations no resolutions or decisions can be made at virtual meetings.

Councillors present: Waller (Chair), Barker (from 7.10pm), Hayes, Jones
In attendance: Prince (Clerk), Deane (Deputy Clerk), Whitfield (Communications and Community Engagement Officer)

The meeting commenced at 7.02pm.

CCE.21.011 Apologies

No apologies had been received.

CCE.21.012 Declarations of Interest

There were no Declarations of Interest.

CCE.21.013 Review of Minutes 14th September 2021

There were no changes to the minutes suggested.

The Scheme of Delegation changes proposed at the meeting on 14th September were discussed at the Full Council meeting on 18th October and following discussion, it was then proposed to remove item 4.6 'to approve the development of the Council's Annual Report'. The amended proposed Scheme of Delegation will be presented for approval at the November Full Council meeting.

CCE.21.013 Matters arising

The Communications and Community Engagement (CCE) Officer reported that she had some new volunteers for the Newsletter deliveries, and some councillors had also offered to assist. She is also organising Christmas Cards for volunteers.

CCE.21.014 Meeting times, dates and venues

Future meetings - The Deputy Clerk reported that Hampton Park Pavillion was normally booked on a Tuesday evening, except in school holidays. The classroom at River Bourne Community Farm is also normally booked on a Tuesday evening. During COVID, the Parish Office is too small for this meeting. The February meeting is at Old Sarum Community Centre and future meetings will be discussed again then.

CCE.21.015 Work programme

Website review

The CCE Officer reported on the research she had done with the Operations Officer, and gave a presentation on the possible website providers that she had spoken to. Some had been discounted on factors including price and lack of detail. Two were proposed as possible contenders.

The Clerk reported that approximately £1500 would be available towards the website from the 2021/22 budget.

Cllr Jones asked if the CCE Officer had investigated using Wordpress to build the website herself. The CCE Officer was concerned about the time this would take to set up and manage, and compliance with website accessibility regulations.

Cllr Hayes asked for more information about the format of the proposed website.

The CCE Officer agreed to circulate detailed quotes and the links with examples of other websites from each provider.

It was proposed that the budget for the website should include £3000 for the provision of the website and up to £2000 for additional staffing costs involved. With £1500 remaining in this years budget, it was proposed that £3500 be allocated in the 2022/23 budget.

Budget proposals

£3900 is currently allocated from the precept to the newsletter budget. It was proposed to allocate £4500 for the next year, and the newsletter content will be reviewed before the budget is set for 2023/24. The CCE Officer was asked to contact the Editor to confirm her fee for the coming year.

CCE.21.016 Community Consultations Update

The Chair asked how results of Community Consultations will be recorded in future. The CCE Officer confirmed she was storing this data on a spreadsheet at present. Systems such as Survey Monkey will be considered in the future.

CCE.21.017 Parish Action Plan

This item was deferred until the next meeting.

CCE.21.018 Queens Jubilee Beacons

No suitable sites were identified in the Parish. It was reported that a large event was being held in Salisbury and there was no need for an additional event in Laverstock and Ford.

The meeting closed at 9.05pm.

NEXT MEETING. The next meeting of the Communications and Community Engagement Committee is 1st February 2022 at Old Sarum Community Centre.