

**KENNINGTON COMMUNITY COUNCIL
COMMUNICATIONS COMMITTEE
MINUTES**



23rd November 2020

**A meeting of the Communications Committee was held on
Monday 23rd November 2020**

50/20C To note those present and list apologies for absence.

Members: Cllr Jane Martin, Cllr Christie Haggis, Cllr Ellie Crook, Cllr Alan Dean, Cllr John Seaton. Cllr Mark Silvester.
Also present: Cllr Alan Cooper (ex officio) and the Clerk

51/20C To declare any Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interest relating to items on the agenda. Cllr Martin declared a voluntary interest as she is a self-employed membership adviser for the Federation of Small Business and the contracted Website company is a member of the Federation of Small Business.

52/20C To consider and adopt the Minutes of the Meeting held on 29th July and if in order sign as a true record. The minutes could not be agreed as a true record and therefore Cllr Martin to advise Clerk concerns before next meeting.

Cllr Dean left the meeting at 18.40 due to technical difficulties.

53/20C To consider and adopt the Minutes of the Meeting held on 2nd September and if in order sign as a true record. The minutes could not be agreed as a true record and therefore Cllr Martin to advise Clerk concerns before next meeting.

54/20C To consider and adopt the Minutes of the Meeting held on 2nd November and if in order sign as a true record. The minutes could not be agreed as a true record and therefore Cllr Martin to advise Clerk concerns before next meeting.

55/20C Budget 20/21 - Review, discuss and agree budget requirements

Cllr Dean was able to reconnect to the meeting at 18.47 following technical difficulties.

Software and Licences Est £2166.00+, plus mail chimp costs plus survey monkey plus need to add on current regular payments being met on behalf of Kennington Community Council such as MS office monthly package, Norton annual, Domain annual and Scribe annual fees) Clerk to add these on top

Noticeboard £1750.00

Marketing and Promotions £1900+ tbc (£70 monthly meeting advertising £840.00, £700.00 meeting equipment, Business card £tbc, ID badges/lanyard costs £tbc

Marketing and Promotions £1940.00, Advertising meeting £70.00 per month total £840.00, Meeting equipment £700.00 (includes microphone and camera), ID badges/Lanyards/business cards £tbc (400.00 estimated at time of meeting)

Newsletter printing and distribution £4500.00 (budget calculated based on dortodor and Saxo print and 10 publications 4 newsletter and 6 posters, 6 flyers)

To note: Then there is also a consideration required to add to hardware budget line (not with Communications) to add in tablets cost (£514.00 made up of tablets x 2 = £110.00, sim cards x2 £86.00, dongles x 2 £80.00 and pay as you go data £240.00)

Action: Clerk to add current regular Kennington obligations to Software and Licences line e.g. Scribe, Norton, Domain, MS Office

Signed:

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Dated:

24.11.2020

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Action: Cllr Ellie Crook to speak with Danny Sheppard at ABC re lanyard/id badge costs 24/11 and confirm to Cllr Martin to incorporate as uplift to this line felt may be required
Action: Cllr Haggis to send tablets potential request to Clerk
Action: Cllr Martin will summarise, circulate email to Communication team to confirm agreement of members, and then once committee confirmed, will send to Clerk and F&GP committee.

56/20C Bockhanger -to discuss and agree any relevant actions re the public meeting for Bybrook-Bockhanger on Saturday 12th December

Agreed: 4.30pm start time.

Action: Clerk to send business plan confirmation receipt from Sharon Williams to Cllr Dean

Interest: Communications to assist with advertising with consideration of posters and interest appetisers to commence asap to raise community interest (save the date etc).

Action: Cllr Alan Dean to produce some bullet points for Cllr Martin and Cllr Haggis to commence draft some advertising pieces and run past Clerk before publishing.

Actions which will be picked up under Bybrook-Bockhanger Community Facility Committee

Action: Meeting to be arranged shortly between ABC, Cllr Dean, Cllr Seaton and Cllr Martin to start discussions with what the meeting will look like, who will attend, format etc

Action: Route map being initiated by Cllr Dean

Action: Cllr Armitage to be asked to attend a meeting in relation to solar energy expertise and may need to incorporate change to business plan (

57/20C Southern Wastewater Treatment Works – discuss and agree any relevant action pre public meeting being arranged early next year

Proposed meeting 16th January at 5pm to inform residents of Councils focus and determination to deal with the situation, consider updates from all parties, invite comments on actions and updates from parties and confirm appropriate action on the way forward.

Action: Communications requested to start advertising early to middle of December to raise awareness of upcoming meeting

Actions to be picked up under the Southern Water Task and Finish group

Action: Cllr Seaton to prepare paper and motion for the Council agenda. Agenda items deadline 27th papers on 2nd December).

Action: Cllr Seaton to set up a meeting with all parties in the next few weeks

Action: Trevor Ford email response, is it confidential, what can we say, Cllr Seaton will liaise with Trevor Ford and discuss then what next with T&F

58/20C Communication of Meetings with the public - To agree the process for providing access and recordings to the public of all meetings, rules, guidance, and processes to replicate as per Ashford Borough Council.

Action: Cllr Martin will pull together as per ABC and put a proposal for us to progress this. Motion for Council by 27th November and paper on or before December 2nd

59/20C Website - To discuss and agree next step/actions as required

60/20C Newsletter - (Next editions confirmed target date delivery 30th December to 5th January) to consider and agree on content

Items 59/20 and 60/20 discussed as one

Action: Action log needs to be reviewed, some items are complete, and some Cllr Martin would like reworded, Cllr Martin to liaise with Clerk.

Proposals for upcoming year: 1) Greater communication with the public 2) Live streaming of meetings 3) Mail Chimp database 4) Meet your councillors minimum of 2 yearly sessions 5) Consistent social media interaction 6) Paid campaigns to reach our

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audience, These considerations for the will direct the newsletter and website content and be the key areas currently identified as:

Database – 1) Produce a framework as to what we want to do 2) liaise with ABC as to their current method for retaining information 3) liaise with NALC 4) liaise with KALC.

Questionnaires to residents – what can we do for you in Spring? And how are we doing towards the end of the year?

Delivery of communications on the big 3, Bybrook-Bockhanger Community Facility, SWWTW, Strategic site S20, S19, S2 as well as then War memorial, Volunteers, Foodbank, Allotments, CCTV, Highways, Speeding, Play Areas, Grants. Anti-social behaviours, fly tipping, littering, school parking.

Action: Clerk to liaise with Itseeze re website content and uploading data not yet uploaded

Action: Once website is complete with updates, then Council to be approached for comment in early 2021. Item to be added to Council agenda in January

Action: Existing website – Clerk needs to remove existing website as soon as possible an instruction has been sent repeatedly however no response has been received as yet, Cllr Martin to send contact details she has for Clerk to pursue.

Action: Blog to be added re Remembrance Sunday

Newsletters content next edition to be proposed at Council: Consideration of content – Allotments, Christmas and New Year, Phone Boxes, Budget/Precept, Bybrook-Bockhanger Community Facility, Southern Water Treatment works, War memorial, Website, Remembrance Sunday, Looking forward 2021 and looking back 2020, Spearpoint Gates, Intro of new Councillor

Action: Cllr Martin agreed to send an email 24/11 to Councillors that are to write a piece for the newsletter ahead of Council meeting for articles to start to be considered

Action: Motion to be sent for Council meeting

61/20C Items for inclusion on the next agenda. Action log review on a reoccurring basis

62/20C To agree the date of the next meeting. The next meeting is 21st December. Agenda items to Cllr Martin by 10th December

63/20C Close of meeting. The meeting closed at 20:46

Signed:

Dated: 24.11.2020