

# KENNINGTON COMMUNITY COUNCIL

## COMMUNICATIONS COMMITTEE MINUTES

2<sup>nd</sup> September 2020

- 026/20C To note those present and list apologies for absence.**  
Members Cllr Jane Martin, Cllr Alan Dean, Cllr Christie Haggis, Cllr Ellie Crook, Cllr John Seaton. Also present, Cllr Alan Cooper and the Clerk.  
Apologies received by Cllr Martin for Cllr Mark Silvester due to work commitments)
- 027/20C 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.
- 028/20C To consider and adopt the Minutes of the Meeting held on 29<sup>th</sup> July and if in order sign as a true record.** Although these had been circulated the incorrect minutes were sent with the meeting documents so to be considered for verification at October meeting. These minutes will be circulated pre next meeting with these minutes from today ahead of next meeting.
- 029/20C Newsletter**
- Issue 1 update on what we have learnt - agree any actions as required.**  
**Action:** Newsletter to be sent by Clerk to Robin Britcher (Cllr Seaton to send address details).  
**Action:** Cllr Seaton to write a short bullet point/checklist and how to on newsletter printing and delivery
- Newsletter print and circulation for future editions – Next two editions confirmed target date 30<sup>th</sup> December and 30<sup>th</sup> March and 1<sup>st</sup> April 2021**  
**Action:** Clerk to contact printers to check re last date to order (15<sup>th</sup>)  
**Action:** Clerk to contact distributors to see if possible solo drop, for delivery between Christmas period when they would need to have received and if possible (ideal dates for delivery w/c 30/12-05/01). Also strategy for how they do it and how they ensure delivered around and timeline and contact as many distributors as possible.
- Next Edition – discuss and agree content and actions as required**  
**30/12 – 05/01** – Happy New year, what the Council are looking to achieve 2021, Bockhanger Community Scheme, Voluntary scheme, Foodbank. Sewage Works, Mojo, Look back on 2020 Covid-19, New developments S2 and S20, Invitation for suggestion piece, Environment and Open Spaces one to two articles, article on Ted (potential re leaf collector purchased on behalf by Kennington), Highways /20mph update, Grants, CCTV and Cllr Nathan Iliffe article.
- 030/20C Website – update, discuss and agree any actions re**
- Clerk cataloguing of data**  
**Action:** Clerk to collect existing data under headings provided only needs data five minutes before website goes live. Working on most recent first and then added over course over month until end of 31<sup>st</sup> October (website closes 1<sup>st</sup> November).  
**Action:** Notice/Disclaimer to be added to new website to say updating website between now and November if information required please contact the Clerk.
- Photos – Cllr Ellie Crook are working on a catalogue**  
**Action:** Councillors to be asked at next Council, to put forward ideas on photos that could be taken in preparation  
**Action:** Cllr Martin to circulate link re Chilham Councils back stock collection of licensed free pictures for use on internet /facebook

Signed:



Dated: 24.09.2020

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**Action:** Disclaimer used by other Councils has been used to cover GDPR. Photos, Cllr Ellis to send photos of Church and Conningbrook and Cllr Seaton to send the disclaimers

**Text, Councillor Profiles and Committee data**

**Action:** Councillors requested to email to Cllr Dean and Cllr Seaton (Cllr Bartlett only return)

**Action:** Photos of Committees /Full council to be looked at once social distancing lifted

### 031/20C Social Media

**Update on posts, stats, next steps and themes**

**Vexatious policy** – Cllr Martin to send in Vexatious policy circulated amongst Communications last night to Clerk and the Full Council. To note this is not a Social Media but a general Council Policy).

**Discuss and agree any actions re Hootsuite account**

**Action:** To continue to rollout and uplift on Facebook

**Action:** Cllr Haggis, for Octobers council some stats/table/update from the last couple of months be provided to highlight the excellent results, impact and current positive outcomes being seen

**Action:** Looking at hootsuite account and signing on process so as can be rolled out to all Councillors with training.

**Action:** To be considered for future the clerk to do a weekly run down on impacting issues received from outside to Communications team for newsworthy stories eg Roadworks

**Action:** Cllr Martin and Cllr Haggis to discuss other options to Hootsuite

### 032/20C Virtual Public Meetings re Bockhanger and Southern Water Waste Water Treatment Works – discuss and agree actions

**Action: Add agenda item to next Council** - Council to **authorise** for general agreement to be made for virtual public information/consultation event/s in the next 1-3 months on each of the following: 1) Bockhanger Community Facility and 2) SWWTW.

### 033/20C Facebook profile pictures and changes, video, councillor surgery graphics – discuss and agree actions

**Action:** Ideas and motives and suggestions all welcomed for future discussion

### 034/20C Christmas campaign – discuss and agree actions. Action: to be rolled on to next agenda

### 035/20C Budget 20/21 – review, discuss and agree budget requirements. Action: Informal meeting to be held in next two to three days to forward to FandGP.

### 036/20C Items for inclusion on the next agenda. Vexatious policy / Social Media policy review to bring both together

### 037/20C To agree the date of the next meeting. Next meeting agreed 7<sup>th</sup> October 2020 @ 6.30pm.

### 038/20C Close meeting. The meeting closed at 20:31

Signed:



Dated: 24<sup>th</sup> Sept 2020