

**MINUTES OF THE COMMUNICATIONS MEETING OF ECKINGTON PARISH COUNCIL HELD
VIRTUALLY ON TUESDAY 13 FEBRUARY 2024**

PRESENT Councillor Jackson (Chairman)

Councillors: Clegg, J Kenyon, Lloyd and Renwick

Others – E Smith (Clerk), R Hill (Cemetery & Civic Centre Manager) and V Fletcher (Social Media and Marketing Officer)

No members of the public

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146/24 APOLOGIES FOR ABSENCE

Cllr Archer, Dye, May-Allen and Pickering

147/24 VARIATION OF ORDER OF BUSINESS

No variations to the order of business.

148/24 DECLARATIONS OF MEMBERS INTERESTS

No declarations of members interests

149/24 MINUTES OF THE COMMUNICATIONS MEETING

RESOLVED received and approved as a true record Minutes 136/23 to 145/23 of the Communications Meeting held on 17 October 2023.

150/24 WINTER NEWSLETTER

Members had no further comments to make other than a good mix of information and content sharing.

RESOLVED noted.

151/24 DISTRIBUTION OF THE WINTER NEWSLETTER

Clerk stated that distribution took place week commencing 5 February 2024.

RESOLVED noted.

152/24 SPRING 2024 NEWSLETTER DISTRIBUTION DATE

RECOMMEND distributing early May 2024.

153/24 SPRING 2024 NEWSLETTER CONTENT AND LAYOUT

RECOMMEND any community interest advertisements will be added on a case-by-case basis if there is room after all Parish Council content has been included.

- Report back on events that have taken place between now and the distribution date.
- Park projects.
- 3 Councillor profiles.
- Civic Centre weekly events.
- Renishaw and Spinkhill Community Hall weekly events.
- Boredom Buster events.
- Refurbishment of Civic Centre toilets.
- Refurbishment of Renishaw and Spinkhill Community Hall.
- Pictures of Cemetery planting and volunteers who assisted.

154/24 SPRING 2024 NEWSLETTER NAME CHANGE

RECOMMEND that the newsletter name remains as Parish newsletter and not Parish Council newsletter. Increase the font size of the Parish names on the map at the top of the newsletter.

155/24 BRAND PACK INCLUDING LOGO

RESOLVED to discuss further at the next Communications meeting. Working Party would like to see separately for the Cemetery logo – Cemetery gates and Chapel of Ease logos within a circle.

Social Media and Marketing Officer to circulate example 1 and current Parish Council logo for comparison.

Community Halls – circle with an image within it for each of the Community Halls need to see more logo examples as working party did not like the ones circulated. Civic Centre

not to state it is an Event Hall on logo. Social Media and Marketing Officer to circulate examples of where the logo will be displayed i.e. Facebook, letterheads, emails etc for context.

156/24 EVENTS FLYER

RECOMMEND change Civic Centre weekly events to include booking information on i.e. how to contact the organiser with some pictures of the Civic Centre.
Not to continue with the flyer but to include this information in the newsletters.

Cllr Renwick left the meeting.

157/24 PARISH COUNCIL WEBSITE PROVIDER

RECOMMEND Cuttlefish to continue providing the website and domain package.

158/24 FEBRUARY HALF TERM COUNCIL MARKET STALL

RESOLVED Social Media and Marketing Officer to print out flyers for events, guess the sweeties jar and prize giveaway for children. Survey to be conducted, Cllr J Kenyon and Archer to submit suggestions to Social Media and Marketing Officer for inclusion.
Council roles information, functions and assets held be the Council, information on how to report online to DCC or Police, Councillor list and contact information, Volunteer forms for speed watch, neighbourhood watch, litter pickers and Friends of Eckington Cemetery.

159/24 FUTURE AGENDA ITEMS

No further agenda items.

The Meeting closed at 8.17pm

Signed
Chairman Date 14 May 2024