

Minutes of the meeting of the **Communications Committee** of
Campbell Park Parish Council held on
Tuesday 23rd February 2016
at the **Parish Office, 1 Pencarrow Place, Fishermead**
commencing at 6.30pm

98/15 Members Present

Cllr Baines	Cllr Halton-Davis
Cllr Brown	Cllr Priest
Cllr Fraser (I)	Cllr Uranta
Cllr Fraser (T)	

In attendance

D Warner, Clerk to Council
T Johnson, Intermedia

99/15 Apologies for Absence

Cllr Petchey – Personal/Family commitment

100/15 Declarations of Interest

None

101/15 Minutes of the meeting of the 26th January 2016

The Minutes of the previous meeting, having already been circulated, were approved as a correct record and signed by the Chair.

102/15 Public Involvement – Deputations, Petitions and Questions

None

103/15 Homeground April 2016 edition

The Committee reviewed the submitted articles (both scheduled and tabled) and approved the following items for inclusion in the April edition of the Parish magazine:

Annual meeting of Parish Electors Notice	Chair of Councils Annual Report
Communication Committee Annual Report	Precept Article
Health Article, Water – edit if required	Community and Environment Committee Annual Report – Amend to remove information duplicated in other articles
Grants awarded – to include all 15/16 grants	Personnel Committee Annual Report – remove Mr, Mrs, Ms references
Parish Picnic Flyer	Community Centre Charging Structure
Play Area improvements	Allotment charging structure
Oldbrook Centre refurbishment	Annual Meeting of Council
Woolstone Park Consultation	Planning Committee Annual Report – amend in-line with DevCo outcome
Public Information for Oldbrook Residents (Parking Permits) – to include Springfield reference	Kids' Corner
Celebrations (Springfield Centre)	
MKC free library Wi-Fi – reduce and include if space is available	

Signed.....Chair

Date.....

Precept article to appear on page 3, Annual Reports to form the centre spread feature, with the remaining items 'arranged' by Intermedia.

The following items were rejected for inclusion in the April edition of the Parish magazine:

Oldbrook issues – return to author for re-draft
Chapman Education Trust
Springfield Initiative

Front Cover – it was agreed that the front cover of the Parish magazine should feature an image of Willen Hospice.

Committee determined to give future consideration to standardising the front cover of the Parish magazine to a fixed recognisable image.

CONFIDENTIAL ITEM

In view of the terms of Schedule 12A Local Government Act 1972, the following item will be likely to disclose exempt information relating to establishment and contractual matters and the Committee therefore resolved that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

104/15 Parish Magazine Contract (Minute No. 50/15, 61/15,79/15 & 89/15)

The Committee received an update on the tender process, confirming that 7 tender packs had been requested by potential contractors, with 4 completed tenders returned before the submission deadline. The completed tenders had been opened in the presence of the Committee Chair, Chair of Council and Clerk to Council and verified for completeness.

The Committee reviewed 'redacted' copies of the Form of Tender, Contractor Questionnaire and Business Evaluation Documents for each of the contractors and resolved not to proceed with 'Contractor A' on the grounds of affordability, cost relative to other tenders and the proposed cost exceeding the agreed Council budget for the Parish Magazine. The remaining contractors to be invited to attend interviews on the evening of 02.03.2016, with all Committee members invited to be involved – Councillors to arrive by 6.00pm, with interviews at 6.30pm, 7.00pm and 7.30pm, Councillors unable to be present at the commencement of interviews, not to be involved for the remainder of the evening's proceedings.

Cllr Fraser (I) left the meeting during the course of this item.

At the conclusion of this item the meeting was adjourned for a brief period.

On the recommencement of the meeting, Cllr Fraser (I) re-joined the meeting

105/15 Parish Council Facebook Page (Minute No. 12/15,23/15,35/15,48/15 & 60/15,77/15) & 94/15)

This item was deferred in the absence of Cllr Petchey.

Signed.....Chair

Date.....

106/15 Newsletter update sheet (Minute No. 93/15)

The Committee considered a report on the comparative costs of producing a Newsletter update sheet on both an "in-house" and external provider basis.

The Committee resolved not to pursue the initiative and agreed that it could be discussed again at a later date.

107/15 ATTIGO Tech and Tea event

The Committee noted that the event will take place on 7th April 2016 at the Springfield Centre.

108/15 Policy Review

The Committee reviewed the following policies prior to the Annual meeting of Council in May. Information Technology (1), Media (2)

i. **Information Technology Policy**

Committee determined the requirement to amend point 6.1.1 to include a reference to guest capacity during periods of emergency response, a new point (6.5.7) to be included limiting the use of Parish Council IT equipment to Parish Council and Local Government sector related work, point 8 to be amended with the reference to 7.1.2 replaced by 6.6.2 With the above amendments in place, the Committee resolved to recommend the policy for adoption at the Annual Meeting of Council in May.

ii. **Media Policy**

The Committee reviewed the Media Policy and resolved to recommend it, without amendment, for adoption at the Annual Meeting of Council in May.

109/15 Information Technology hardware requirements for the Parish Office (Minute No. 134/14,11/15,25/15,36/15, 45/15, 58/15,76/15 & 91/15)

The Clerk reported that only limited progress had been made on this item. The Clerk confirmed that it had been necessary to replace the desktop machine normally used by the Finance Officer. A further report to be made at the next meeting.

Nothing to Report – items 13-15

110/15 E-mail Platform Migration/Upgrade (Minute No. 59/15, 72/15 & 87/15)

Mirus IT to present an alternative 'cloud' based proposal for consideration at the March Committee meeting.

111/15 Personal Digital Assistant (PDA) (Minute No. 78/15 & 88/15)

Mirus IT to provide suitable 'tablet' based proposals for consideration at the March Committee meeting.

112/15 Presentation of paper communications including agenda, reports and minutes.

Documentation to be considered at either the March or April meeting.

**113/15 Date of Next Meeting
Tuesday 29th March 2016**

Signed.....Chair

Date.....