

Minutes of the meeting of the **Communications Committee** of
Campbell Park Parish Council held on
Tuesday 26th January 2016
at the **Parish Office, 1 Pencarrow Place, Fishermead**
commencing at 6.30pm

81/15 Members Present

Cllr T Baines
Cllr T Fraser
Cllr I Fraser
Cllr P Halton-Davis

Cllr D Kendrick
Cllr M Petchey
Cllr D Priest (Chair)
Cllr T Uranta

In attendance:

D Warner, Clerk to Council

82/15 Apologies for Absence

No apologies had been received

83/15 Declarations of Interest

None

84/15 Members of the Public Present

David Starsmeare and Sam Paxton (MIRUS IT)

85/15 Minutes of the meeting of the 24th November 2015

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

86/15 Public Involvement – Deputations, Petitions and Questions

No deputations, petitions or questions had been submitted

CONFIDENTIAL ITEM

In view of the terms of Schedule 12A Local Government Act 1972, the following items 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.**

****Items 4-6**

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

The Committee having reviewed a physical upgrade proposal/quotation from Mirus IT, resolved to defer the item and invited Mirus IT to prepare an alternative 'cloud' based proposal for consideration at the next meeting.

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

The Committee resolved to defer the item and invited Mirus IT to provide suitable 'tablet' based proposals for consideration at the next meeting.

Signed.....Chair

Date.....

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

The Committee noted that the public notice to tender had been submitted for publication in the Citizen and Tender packs issued to interested parties.

Timescale:

w/c 11th January 2016– advert inviting contractors to tender

w/c 18th January 2016 – tender pack to be sent out

19th February 2016 – tenders to be returned

2nd March 2016 – interviews

March – interview panel report back to Committee

April 2016 – Committee’s recommendation to Council

June 2016 – new contractor in place

90/15 Homeground April 2016 edition

The Committee considered articles for inclusion in the July 2016 edition of Homeground, determining that the following articles/features should be included:

Notice of the Annual Meeting of Electors (May 24)

May Parish Elections – chance to get involved

End of term reports from each Committee

Budget/Precept update

Annual Meeting of Council information

Grants Awarded for last quarter – including MK Gallacticos photo

Woolstone Sports Ground Consultation results

Parish Picnic event dates

Play Areas Improvement update

Neighbourhood Plan update

Spotlight on Emergency Plan

Oldbrook Centre Kitchen upgrade – including MKC grant funding

Community Centres/Allotment charges – no increase

Health Corner – use of fluids/hydration

Kids’ Corner

All articles to be submitted by Monday 15.2.16, for approval at the Committee meeting on 23.2.16.

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

- i. The Committee determined to replace Member’s computers with the type as set out below but did not prioritise the sequence for replacing the computers from the residual 2015/16 IT Equipment budget.

Cllr Petchey – desktop

Cllr Pafford – laptop

Cllr Halton-Davis - tablet

- ii. The Committee discussed appropriate methods for the disposal of Parish owned desktop computers, including donating them to community groups, and resolved that Council should determine the matter.

Cllr Kendrick declared a verbal interest as a member of community group that could potentially benefit from such a donation.

Signed.....Chair

Date.....

92/15 ATTIGO Tech and Tea event

The Committee considered the proposal from ATTIGO to host a "Tech & Tea" event for residents, and proposed to host an event in the second week of April. Event information to be included in the April edition of Homeground, with a flyer to go to sheltered housing within the Parish.

93/15 Newsletter update sheet

The Committee considered the quote from Intermedia to produce a newsletter update and the additional cost of distribution. The Committee asked for a comparative cost to produce the newsletter "in-house" to be brought to the February meeting and to obtain a separate quote to distribute the newsletter. April edition of Homeground to include a feature asking residents to confirm by e-mail that they had received the magazine and whether they would be happy for their e-mail details to be used for the future distribution of newsletter update sheets.

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

Cllr Petchey advised that he had experienced issues accessing the original Parish Council Facebook Page and that he had been unsuccessful in doing so. Committee resolved that a new 'Official' Campbell Park Parish Council Facebook Page be created for use by the Parish Council.

95/15 Committee Terms of Reference

i. The Committee reviewed its Terms of Reference prior to the Annual meeting of Council in May. The Committee resolved to recommend to Council that:

Point 10 be amended, with the Committee draft budget preparation brought forward from October to September.

ii. **Presentation of paper communications including agenda, reports and minutes.**

Cllr Fraser (I) to contact the Committee section at Milton Keynes Council to obtain copies of their Committee documentation.

96/15 Parish Office Telephone Lines (Withdrawn Number Status)

The Committee having considered the merits of removing the withdrawn number status of the Parish Office telephone lines, resolved that the Parish Office telephone number should continue to be withheld.

**97/15 Date of Next Meeting
Tuesday 23rd February 2016**

Signed.....Chair

Date.....