

**Minutes** of the meeting of the **Communications Committee** of  
**Campbell Park Parish Council** held on  
**Wednesday 29<sup>th</sup> July 2015**  
at the **Parish Office, 1 Pencarrow Place, Fishermead**  
**commencing at 6.30pm**

**Prior to the meeting commencing the Clerk stated that as the published start time of the meeting was 6.30pm, it was his advice that no determination was made before that time and that Committee might consider using the time between 6.00-6.30pm to receive the presentation from Bespoke Media on the new Parish Council website – the Committee then followed that course of action**

**27/15 Members Present**

Cllr T Baines	Cllr P Halton-Davis
Cllr C Brown	Cllr D Kendrick
Cllr I Fraser	Cllr M Petchey
Cllr T Fraser	Cllr D Priest (Chair)

**In attendance**

D Warner, Clerk to Council  
A Price and H Price – Bespoke Media

**28/15 Apologies for Absence**

None

**29/15 Declarations of Interest**

None

**30/15 Minutes of the meeting of the 24<sup>th</sup> June 2015**

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

**31/15 Public Involvement – Deputations, Petitions and Questions**

None

**32/15 Homeground October 2015 edition** (Minute No. 20/15)

The Committee approved the submitted article by Cllr Baines on Legal Highs. The Committee went on to determine the following:  
Front cover to be an image from the Parish Picnic at Oldbrook  
The lead article to be on the Neighbourhood Plan – Cllr Petchey  
Parish Council Grants – Cllr Fraser  
Tree story, Penryn Avenue – Environment Officer (Land)  
New Parish Website (plus social media outlets) – possibly added to contact section

**33/15 New Parish Council Website** (Minute No. 21/14, 35/14,50/14,66/14,83/14, 102/14 & 114/14, 122/14, 133/14, 09/15, 21/15)

The Committee received a presentation from Bespoke Media on the development of the new Parish Council website. The Committee then determined the following:

Signed.....Chair

Date.....

That an area for finance should be developed, to include details of expenditure over £500.

That an area for breaking news should be developed, to include details of news stories and features relating to the Parish.

That Councillor's declaration of interest forms be added to their individual profiles.

That the Services section of the development website be amended (prior to going live) to include only those services that the Parish Council is responsible for.

That a facility be added to the Contact Us section of the website that would forward messages from website users to a predesignated e-mail address.

Bespoke Media confirmed that that a basic version of the website would 'go live' from 30.7.15, with the above requirements, and the others previously agreed, being added to the website in the coming months.

**34/15 Members' Room Printer** (Minute No. 22/15)

The Committee received an update from the Lead Member for Hardware on the options for replacing the Members' Room printer, including the fact that Mirus IT had not provided some of the information required.

Committee resolved that a HP Colour Laser Jet Pro MFP M277dw be purchased to replace the existing Members' Room printer.

**35/15 Parish Council Facebook Page** (Minute No. 12/15,23/15)

Cllr Petchey informed the Committee that he was in the process of familiarising himself with the use of Facebook, and that when he was suitably familiar and proficient with the system, he would then progress the development of the new Parish Council Facebook page.

**36/15 Information Technology hardware requirements for the Parish Office** (Minute No. 134/14,11/15,25/15)

The Committee received an update from Cllrs Fraser (T) and Brown on their review of the Council's hardware requirements for 2015/16, confirming that they were no further forward in the process, but would bring a report to the next Committee meeting.

**37/15 Committee Budget for 2016/2017, 2017/2018 and 2018/2019**

The Committee resolved that the four Committee Lead Members use the intervening period before the next Committee meeting to develop Committee budget proposals for 2016/17, 2017/2018 and 2018/2019

**38/15 Date of next Meeting: 30<sup>th</sup> September 2015**

The Committee noted that the next meeting of the Committee had been planned for Wednesday 30<sup>th</sup> September, but resolved to recommend to Council that all future meetings of the Committee be held on the last Tuesday of each month, thus avoiding a clash with the quarterly meetings of the Milton Keynes Association of Local Councils.

Signed.....Chair

Date.....