

**Minutes** of the meeting of the **Communications Committee** of  
**Campbell Park Parish Council** held on  
**Tuesday 24<sup>th</sup> November 2015**  
at the **Parish Office, 1 Pencarrow Place, Fishermead**  
**commencing at 6.30pm**

**69/15 Members Present**

Cllr T Baines  
Cllr C Brown  
Cllr T Fraser  
Cllr I Fraser

Cllr P Halton-Davis  
Cllr D Kendrick  
Cllr D Priest (Chair)

**In attendance:**

D Warner, Clerk to Council  
T Johnson, Intermedia  
Cllr T Uranta

**70/15 Apologies for Absence**

Cllr M Petchey – Family commitment

**71/15 Declarations of Interest**

None

**72/15 Minutes of the meeting of the 27<sup>th</sup> October 2015**

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

Under this item the Clerk confirmed that further to Minute No. 59/15, and in relation the Parish Council e-mail server, Mirus IT had requested confirmation of whether the Council wanted to retain the existing method of archiving e-mails to PST files or switch to archiving e-mails using an online option. Committee resolved to retain the existing method of archiving e-mails to PST files.

**73/15 Minutes of the extra ordinary meeting of the 18<sup>th</sup> November 2015**

The Minutes of the meeting were tabled. The minutes were approved as a correct record and signed by the Chair.

**74/15 Public Involvement – Deputations, Petitions and Questions**

None

**75/15 Homeground January 2016 edition**

At the commencement of this item Cllr Kendrick apologised for not being able to attend the front cover photo shoot due to a work commitment.

The Committee then reviewed and approved the circulated draft proof, making the following amendments:

Front cover – photo to be manipulated to remove obscured staff member  
Page 2 – add Parish Council twitter details, also include Parish Council Facebook details if the facility is due to be working at the time of publication.

Signed.....Chair

Date.....

Page 3 - a motion was proposed and seconded to remove the penultimate paragraph of the page 3 article. With a recorded vote being requested, the Committee voted as follows:

For – Cllrs Fraser (T) and Kendrick

Against – Cllrs Brown, Fraser (I), Halton-Davis and Priest

Abstained – Cllr Baines

The motion fell and the article was approved as tabled

Page 4 – approved as tabled

Page 5 – Committee resolved to expand the NALC Star Council award feature to become the main article on the page, including the addition of a number of suitable photographic images. Grants feature to be moved to an alternative (unspecified) page.

Page 6 – approved as tabled

Page 7 – Neighbourhood Plan article to be updated to include the Secretary of State decision to 'Call in' the planning approval granted for the redevelopment of the INTU development in Central Milton Keynes. Further update also required if the Parish Council decide to lift the suspension of its Neighbourhood Plan

Page 10 – approved as tabled

Page 11 – advert approved as tabled

Page 12 – with a number of minor typographical changes required, Kids' Corner was approved as tabled

The Committee then reviewed a list of 'in hand' copy, making the following determinations:

Chapman Educational Trust – include, with amendment to show that the Trust doesn't cover the entire Parish Council area

Willen Sports Hall advert – include

Community Car Service – include

Emergency Plan update – include, re-write required by Cllrs Fraser (I) and Priest

Film kids club – include with small photo

Grow your own and warning to cyclists – include + allotment vacancy advert

Making Play safe - don't include it its current form, Cllr Fraser (I) to speak to Cllr Oguntola regarding an updated article

Oldbrook signs and railings – include as page lead + photo

Refugees – include, approved at October meeting

Springfield Initiative – don't include

Under this item the issue of the Parish Council telephone number being withheld on outgoing calls was discussed – issue to be included on the next agenda.

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

The Committee noted that a purchase order has been raised for the three replacement desktop computers as agreed at the last meeting, Minute No. 58/15. The new machines will replace the two desktops in the Members' Room and the machine currently used by the Administration Assistant.

Signed.....Chair

Date.....

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

In the absence of Cllr Petchey, the update on the Parish Council Facebook page was deferred to the next meeting.

**78/15 Personal Digital Assistant (PDA)**

The Committee noted the decision by the Personnel Committee (Personnel Minute No. 50/15) to purchase a Personal Digital Assistant (PDA) device for each of the Environment Officers. The Committee resolved to invite Sam Paxton, Mirus IT account manager, to the next meeting to discuss appropriate options.

**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 resolved that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.**

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

Committee resolved to accept the contract timeline as proposed, and confirmed the date for contractor interviews as 2<sup>nd</sup> March 2016 – all Committee members invited to attend interviews. Committee resolved to accept the contract documentation as included in the agenda pack. The Committee confirmed that the final layout of the magazine would be subject to future determination, with potential contractors directed to include a magazine ‘mock up’ as part of their tender submission.

**Timeline:**

w/c 11<sup>th</sup> January 2016– advert inviting contractors to tender  
w/c 18<sup>th</sup> January 2016 – tender pack to be sent out  
19<sup>th</sup> February 2016 – tenders to be returned  
2<sup>nd</sup> March 2016 – interviews  
March – interview panel report back to Committee  
April 2016 – Committee’s recommendation to Council  
June 2016 – new contractor in place

**Frequency of publication**

The Committee noted the decision made by Council at the Extra ordinary meeting on the 10<sup>th</sup> November not to increase the number of annual publications from 4 to 6.

Agenda item for the next meeting to consider the introduction of a Newsletter update sheet, to include a comparison against the cost of producing additional editions of Homeground.

Agenda item for the next meeting to consider the proposal for an ATTIGO Tech and Tea event

**80/15 Date of December Meeting: Committee determined that there was no requirement for a December meeting  
Date of January Meeting: Tuesday 26<sup>th</sup> January 2016**

Signed.....Chair

Date.....