

Minutes of the meeting of the **Communications Committee** of
Campbell Park Parish Council held on
Tuesday 27th October 2015
at the **Parish Office, 1 Pencarrow Place, Fishermead**
commencing at 6.30pm

52/15 Members Present

In the absence of the Chair, Cllr Halton-Davis Chaired the meeting.

Cllr T Baines

Cllr P Halton-Davis

Cllr C Brown

Cllr D Kendrick

Cllr T Fraser

Cllr M Petchey

In attendance:

E Webb, Administration Officer

T Johnson, Intermedia

53/15 Apologies for Absence

The Committee noted apologies from

Cllr I Fraser – prior meeting

Cllr D Priest - work

54/15 Declarations of Interest

None

55/15 Minutes of the meeting of the 29th September 2015

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

56/15 Public Involvement – Deputations, Petitions and Questions

None

57/15 Homeground January 2016 edition

Following discussion it was resolved that the following articles be approved:

- Budget Consultation
- Becoming a Councillor
- CPPC Grants – Intermedia to supply appropriate photos
- Your Vote Matters
- Refugees in Milton Keynes
- Chapman Educational Trust – reference to the Gate Group of Parishes to be removed
- Oldbrook – the Committee approved the article but agreed that all reference to ORA should be removed. Article to be returned to Cllr I Fraser to be re-worded
- Article inviting residents to respond to Milton Keynes proposed new Site Allocations Plan which includes site on Gurnards Avenue. Cllr Petchey to write article
- CPPC Councillor feature – Cllr Brown withdrew from the interview

The Committee, having previously agreed that the front cover would feature Aerial (Drone) image of the Parish area but with no costs available, agreed that the cover would feature NALC Star Council award –

Signed.....Chair

Date.....

photo of all Members and staff and Mayor of Milton Keynes to be taken on Oldbrook Green with city centre sky line in the background.

In view of the time constraints, the Committee agreed that all outstanding articles to be sent to Intermedia with the draft proof of the magazine to be available at the November meeting.

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

Cllr Brown spoke to this item.

The Committee resolved to purchase Option 3 HP Business Desktop ProDesk 400 G2.5 with HP RAM Module 4GB at a cost of £423.58 ex VAT. Three computers for use in the Parish Office to be purchased from the balance of the 2015/16 budget. The computers to replace existing computers as appropriate.

59/15 E-mail Platform Migration

Cllr Brown spoke to this item.

A recorded vote being requested, the Committee resolved not to move the e-mail platform from the in-house server to Microsoft Office 365.

For: Cllrs Brown, Petchey, Halton-Davis, Baines

Against: Cllr Fraser

Abstain: Cllr Kendrick

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

Nothing to report

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 provision of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

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

Further to the decision by Council to extend the existing contract with Intermedia for the design and production of the Parish magazine by six months to July 2016,

The Committee approved the following actions:

Timescale:

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

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

19th February 2016 – tenders to be returned

March 2016 – interviews

March/April – interview panel report back to Committee

May 2016 – Committee’s recommendation to Council

June 2016 – new contractor in place

Signed.....Chair

Date.....

Frequency of publication

The Committee considered the frequency of the publications and resolved that an 8 page magazine should be issued bi-monthly, (6 editions instead of 4). Budget proposal to be submitted to the Council ECM on the 10th November.

Design Brief

The Committee considered and accepted the draft design brief with the following amendments:

Parish Profile – delete reference to Quality Status, amend population figure

Homeground – to read “this is our bi-monthly (6 editions per year).....”

It has a print run of 6000 per edition and consists of 8 pages.

Schedule

6000 copies per edition produced bi-monthly, delivered to the Parish Office

8 pages per edition, with the option to increase to 12 pages as required

Identify, source and include 1 page of advertising per edition,

Requirement to attend meetings and act as a photographer on behalf of the Parish at eight events per calendar year

The Committee resolved that the format of the magazine needs updating and agreed to consider publications by other Parish/Town Council before making a decision on the new formatting. The Committee to consider the publications at an ECM on Wednesday 18th November 2015 at 6.30pm.

**62/15 Date of next Meeting:
Wednesday 18th November 2015
Tuesday 24th November 2015**

Signed.....Chair

Date.....