

**Minutes of the Communications Committee
held on Tuesday 28th February 2023
commencing at 6.30pm
at the Oldbrook Centre, Oldbrook Boulevard, Oldbrook**

69/22

Members Present

Cllr B Greenwood
Cllr C Odunewu (Chair)
Cllr Z Osman

In attendance

P Sullivan, Deputy Clerk

70/22

Apologies for Absence

Cllr V Dixon – transport issues
Cllr F Mensah – prior commitment
Cllr M Petchey - unwell

71/22

Declarations of Interest

None

72/22

Members of the Public Present

None

73/22

Minutes of the Meeting held on the 24th January 2023

The Committee approved the minutes of the meeting held on 24th January 2023.

74/22

Committee Programme & Priorities 2023/24

- i. Developing a communications strategy – presentation from Breakthrough Communications including any associated quotations.

The Committee welcomed Daniel Purchase of Breakthrough Communications via Teams who presented a proposal for development of a Communications and Community Engagement Strategy for Campbell Park Parish Council. This would include working with the council to complete a communications audit and strategy review, hold workshops with Officers and Members to review objectives and priorities and look at which channels are best used to deliver key messages to our audience. A report and action plan will be produced with recommendations and support to implement the strategy. The associated quotation also includes one year's free access (cost £1793+vat) to the Breakthrough Communication 'Council Hive' which is a dedicated service providing ongoing training, resources and support.

The Committee resolved to recommend this proposal and associated quote to Council for ratification.

- ii. Further to discussions at the January meeting, the Committee are invited to consider the existing website and its content and discuss examples previously circulated by the Deputy Clerk [Town Council Websites | WCAG 2.1 AA Compliant Accessible Sites \(zonkey.co.uk\)](#)
[Parish Council Websites | Town Council Websites \(aubergine262.com\)](#)

Signed (Chair).....

Date.....

Having viewed the examples suggested the Committee agreed that the developers concerned should be approached for an initial quotation to build a new WCAG 2.1AA compliant website. This to include all statutory content with the addition of a 'latest news' area and links to social media. The Committee will continue discussions on any other features/functionality which it considers necessary at the next meeting. This process will work in tandem with the development of a new Communications Strategy (minute 74/22i).

75/22 Public Involvement – Deputations, Petitions and Questions

None received.

76/22 Homeground

- i. The Committee are invited to consider the draft articles for the next edition (May) of Homeground magazine. Committee is reminded that in order to remain within agreed budgets for 2023/24 the magazine should be no more than 20 pages.

The Committee reviewed and agreed the draft articles as presented and suggested the front cover to feature the Landscape Team at work or the recent MK College in the Community Day.

It was also agreed that, in order to ensure that future editions do not exceed the 20 pages budgeted for, content should be included on a priority basis with inclusion of CPPC content being of the highest priority.

- ii. The Committee are invited to review the Winter edition and make any comments/suggestions for consideration.

The Committee had no comments/suggestions to make re the Winter edition.

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 is therefore invited to resolve that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 Section 1(2) the public and press be excluded.

***Item 6**

77/22 Cloudy IT quotation/Microsoft Licence Renewal 2023/24

Microsoft have recently announced that from 1st April 2023 they will be increasing their current prices by 9% as part of a move to align the pricing of Microsoft Cloud products globally so that customers will have consistent pricing reflecting the exchange rate of the local currency to the US dollar (USD).

Cloudy IT are offering existing customers the opportunity to renew at current prices for the next 12 months (to 1st April 2024).

The Committee, having carefully considered this quotation, agreed to make a recommendation to Council for renewal of the licences as per the quotation supplied subject to a 5% early payment discount being applied.

78/22 Date of Next Meeting

Tuesday 28th March 2023.