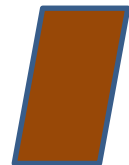




# BUNGAY TOWN COUNCIL



Minutes of the **Communications Committee** held on **Thursday 11<sup>th</sup> October 2018** at 6.30 pm  
in Riverside, The Staithe, Bungay.

Members: Cllr. J Adams Cllr. J. Blowers O'Neill Cllr. S. Collins  
Cllr. J. Groom Cllr. L. Harnden Cllr. R. Marshall  
Cllr. S. Woods

Also present: Karen Forster, Clerk/RFO Bungay Town Council & 2 members of the public

**012/18C Apologies for Absence**

Apologies from Cllr. Harnden, Cllr. Blowers O'Neill and Groom.

**013/18C Declaration of Interest & Requests for Dispensation.**

There were no declaration of interests or requests for dispensation.

**014/18C Minutes of the Previous Meeting**

The minutes to previous meeting 27/9/18 were presented for approval. Cllr. Collins stated that item 10/18C should read Cllr. Collins instead of Cllr. Lincoln in the printed materials group. This was amended. **It was unanimously RESOLVED that the minutes of 27<sup>th</sup> September were accepted.**

**015/18C Public Forum**

There were no members of the public that wished to speak.

**016/18C Resident Liaison Sub-committee**

The terms of reference for the new Resident Liaison sub-committee were presented for approval. It was agreed that there will be 5 voting members and that they will meet on an ad-hoc basis but no less than 4 times per year.

Cllrs. Collins and Marshall volunteered to be on this sub-committee. Cllr. Adams is to email other committee members and members of the council to ask for others to be co-opted. **NOTED.**

**017/18C Printed Material Group**

- a) The Committee Chairman thanked the printed material group for the all the work that they have completed to date. After discussion regarding contact with the media it was proposed that dealing with the media on a regular basis would be through the Clerk. However, any specific requests for comment for exceptional items should only be handled by the Mayor or Chairman of the Communication Committee. **It was unanimously RESOLVED to accept this proposal.**

The group had produced a press release regarding the new Councillors and council structure and the Clerk has produced a meetings summary. Both are to be sent to the Bungay & Beccles Times for publication. **NOTED**

It was agreed that depending on the full council meeting, there next item would be a roll out plan on the CCTV. **NOTED**

- b) The provision of materials to the Village People was discussed. It was agreed that the new version of this publication was not specific enough to Bungay and was expensive at £1,392 p.a. **It was unanimously RESOLVED to discontinue the publications in the Village People.** The group would discuss alternative ways to produce a news letter and the Clerk was asked to investigate alternative methods of circulating it. **NOTED**

**018/18C Website & Social Media Group**

After discussion regarding how to proceed with the website, the following was agreed.

- The group would look at how BEBA are developing their new website.
- The group would start looking at other Parish & Town Council websites such as Felixstowe, Halesworth and develop a list of pages and content and items that are included that they find interesting/useful feature.
- A proposal will be ready to pass to full council by the Committee meeting 10<sup>th</sup> Jan 2019

Signed \_\_\_\_\_

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Date \_\_\_\_\_



# BUNGAY TOWN COUNCIL



## 020/18C Notice Boards

The current notice boards are considered to be inadequate. It was agreed that Cllr. Collins and Adams are to review the current sites of notice boards and look at alternative options. Something similar to the main notice board in Halesworth was suggested as an option to consider. It was also agreed to assist visibly impaired people with large copies of notices on request. **NOTED**

## 021/18C AOB

- a) The Clerk reminded the Committee that the photographer would be taking photographs of the individual councillors on Thursday prior to the meeting.
- b) The Clerks office has been in touch with the Police regarding surgeries and will pursue the Councillors attending the Police surgery.

**The meeting closed at 7.29 PM**

**Karen Forster**  
**Interim Clerk to Bungay Town Council,**  
1a, Broad Street  
Bungay NR35 1EE  
01986 894236

Signed \_\_\_\_\_

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Date \_\_\_\_\_