

BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council's Communications Committee was held on Monday 27th July 2015 at 7.30 p.m. in the Parish Council Office, Broomfield Village Hall, 158 Main Road, Broomfield

Members' Present:	Chairman Councillor Daden Vice Chairman Councillor Carter Councillors Smith, Garwood Mrs S Matthews (Editor Broomfield Times)
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Also Present:	Mrs K Hurrell (Clerk)
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	Public Question Time: No members of public were present.
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113.	Apologies for absence Apologies were received from Councillor Barnes.
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114.	Declarations of Interest No declarations were made.
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115.	To approve minutes from the last meeting It was resolved to approve the minutes and they were signed as a true copy.
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116.	<p>To update from suggestions received at Annual Parish Meeting 22nd April 2015: Councillor Daden had circulated a report to be included in the next edition of the Broomfield Times to Councillors prior to the meeting. This was to advise parishioners of developments to their suggestions received at the meeting. The report included an update on the proposed cycle track around David Smith Field – this was deemed to be more favourable than a skate park - this project is being looked at by the Village Hall Committee who will also consider the relocation of the Kickwall.</p> <p>The Youth Council advert will be placed next to the report from the Annual Parish Meeting. The wording of the report was discussed and Councillor Daden suggested Councillor Smith be given the remit to edit it further.</p> <p>ACTION: RS to edit</p>
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a.	<p>To finalise creation of newsletter to update parishioners of results (WD/SM) Councillor Carter reported that he had all the email addresses supplied at the Annual Parish Meeting and will set up a regular 'Broomfield Bulletin' shortly which will hopefully be sent out every quarter. Email alerts will be sent out in the meantime.</p> <p>ACTION: PC to set up Broomfield Bulletin</p>
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117.	<p>Parish Council Website: Councillors perused the website and facebook pages. It was suggested that the Broomfield Village Hall and Broomfield Parish Council facebook pages combine as one. The Parish Council facebook page now has a button to activate which links into the website page. Councillor Carter has been investigating updating the software to enable facebook and twitter feeds – it was agreed that this is a priority and he was authorised to spend up to £60 from the Communications Budget and all agreed that we set up a Parish Council Twitter Account.</p> <p>ACTION: PC to update software & set up BPC Twitter Account KH to liaise with KC re facebook pages</p>
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Signed: 

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Dated: 12/11/15

a.	To receive cost of Flippy Book for Broomfield Times (PC) Councillor Carter advised that this was not urgent at present and will be looked at again the future.
118.	Broomfield Times:
a.	To report on delivery problems (KH) The Clerk advised that Kathryn Cameron would like to take over delivery of the Broomfield Times with the help of her family. It was suggested, however, that the Clerk ask previous volunteers and Councillors if any of them would also like to help deliver Broomfield Times again. Kathryn would be in charge of counting the delivery. ACTION: KH to email volunteers and Councillors
b.	To peruse items for forthcoming issue The Editor advised that she had received a lot of material for this edition which was very pleasing. She requested photographs be supplied to accompany articles.
119.	To discuss inauguration & costs of Broomfield Youth Council (WD/GG) Councillors Daden and Garwood had met with to young students who are very keen to set up a Youth Council. There will be an event on 1 st October in the Village Hall to promote Broomfield Youth Council and Councillor Daden will liaise with the students to advertise this event. It was approved to utilise up to £100 from the Communications Budget to pay for the hiring of the hall and provide refreshments. It was also agreed that Broomfield Youth Council should set up their own Facebook page. ACTION: WD & GG to help students organise BYC & event on 1.10.15
120.	Communication Budget Expenditure:
a.	To receive requests for approval of expenditure The Clerk reported that two new picnic benches had been installed on Angel Meadow and were funded from the Communications Budget.
121.	How to raise the profile of the Parish Council:
a.	To launch a campaign – look at costs of a Speeding Campaign (JB) Councillor Barnes will report to the next meeting
b.	To receive costs of electronic advertising signs (WD) Councillor Daden will report to the next meeting
c.	Public Awareness Campaign for development sites which might affect Broomfield (Chelmsford Strategic Housing Land Availability Assessment (SHLAA)) The Editor will put a map and wording in the next edition of Broomfield Times to bring parishioners' awareness to development proposals for Broomfield.
122.	Any other business for <u>discussion purposes only</u> & referral to next agenda
	There was no further business to be discussed and the date of the next meeting will be Monday 21 st September 2015. The meeting was closed at 8.45 p.m.

Signed:.....

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Dated:.....12/11/15.....