

**Minutes of a PUBLIC RELATIONS COMMITTEE MEETING held in the Village Hall, High Street, Arlesey, on Tuesday 6 June 2017 following the Public Lands & Highways Cttee at 7.35pm.**

**PRESENT:** Cllrs: J Wallace (Vice Chair) C Gravett  
R McGann S Sarll  
J Want

**In attendance:** Mrs J Bailey (Assistant Clerk), Cllrs Randall, Livermore and 1 member of the public.

**17/001 ELECTION OF CHAIRMAN & VICE CHAIRMAN FOR THE ENSUING YEAR**

001.1 Nominations were requested for the position of Chairman of the Public Relations Committee for the ensuing year.

Cllr Want NOMINATED Cllr Andrew Ward for the position of Chairman  
Cllr Gravett SECONDED the nomination. No other nominations were put forward.

**RESOLVED**

**that Cllr Andrew Ward be elected as Chairman of the Public Relations Committee for the ensuing year.**

001.2 Nominations were requested for the position of Vice Chair for the ensuing year.

Cllr Want NOMINATED Cllr Jeremy Wallace for the position of Vice Chair for the ensuing year.  
Cllr Sarll SECONDED the nomination. No other nominations were put forward.

**RESOLVED**

**that Cllr Jeremy Wallace be elected as Vice Chair for the ensuing year.**

**17/002 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Auburn and Ward.

**17/003 MEMBERS' INTERESTS**

The following declarations were received:

- a) Disclosable Pecuniary Interests - None
- b) Other Interests - None

**17/004 PUBLIC PARTICIPATION**

There was no public participation.

**17/005 MINUTES OF THE PREVIOUS MEETING**

To consider and approve the minutes of the Public Relations Committee meeting held on 6 December 2016.

**RECOMMENDATION**

**that the minutes of the Public Relations Committee meeting held on 6 December 2016, be approved and signed by the Chairman as a true record of proceedings.**

**17/006 MATTERS ARISING**

None raised

## **17/007 EDITORIALS**

007.1 Members were reminded of the rota for on the button editorials agreed at Town Council meeting 21 March 2017 minute 17/720.2

June	Cllr Gravett
July	Cllr Holloway
August	Cllr McGann
September	Cllr Sarll
October	Cllr Wallace
November	Cllr Want
December	Cllr Ward

No alterations were suggested

007.2 Members considered future methods of communicating with residents, and preferred frequency of future printed media; following the withdrawal of 'On the Button' printed edition. 2 options were discussed:

- Arlesey Town Council to produce a half yearly newsletter with Council activity/editorial, advertisements and village information, for compilation and production by external company. Quotes required to establish costs. S Maddox had offered assistance.
- Arlesey Town Council produce a half yearly newsletter of one double sided A4 sheet communicating key updates on Council activity and information, to be produced in Town Council office and distributed through grounds maintenance staff and Councillors wishing to volunteer services for distribution

### **RECOMMENDATION**

**that Arlesey Town Council produce a half yearly newsletter of double sided A4 size black and white, in house, and distribute via Grounds maintenance staff and volunteering Councillors**

## **17/008 WEBSITE REVIEW**

008.1 Members considered methods of achieving Town Council website improvements. Discussion followed on ideas and research required into improvements and implementation of alterations. Formation of a Working Party consisting of Cllrs Want, Wallace, Livermore and interested Councillors not on the Public Relations Committee was suggested.

### **RECOMMENDATION**

**that Councillors Want, Wallace, Livermore and interested Councillors not on the Public Relations Committee, form a working party to discuss methods of improvement for Town Council Website. An update to be provided at Town Council meeting 18 July 2017.**

008.2 Members considered correspondence received from current broadband/internet provider Cloudscape, on migration of Town Council website and email addresses from '.co.uk' to a '.gov.uk' domain name. Cllr Want felt that the quotation was appropriate for office 365 management and billing, higher than expected for domain name changes.

**Standing Orders suspended:** Cllr Livermore questioned benefit of '.gov.uk' email addresses as many councillors had designated email addresses specifically for council business, and if costs justified/required. **Standing Orders re-instated**

Cllr Want suggested that domain name and web hosting could fall into remit of website working party and that Cllr Auburn invited to join working party.

## **RECOMMENDATION**

**that website working party to include Cllr Auburn, explore costs involved with website domain name change to '.gov.uk', provision of councillor email addresses and management/billing of office 365.**

### **17/009 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING**

Mr Watson supported the need for Arlesey Town Council website improvements.

Meeting closed at 7.50pm