

A meeting of the PUBLIC RELATIONS COMMITTEE, Arlesey Town Council held in the Village Hall, High Street, Arlesey, on Tuesday 5 September 2017 following the Public Lands and Highways Committee.

PRESENT: Cllrs: A Ward (Chairman) J Wallace (Vice Chair)
C Gravett Sarll

In attendance: Mrs J Bailey (Assistant Clerk), and 2 members of the public.

17/010 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Want, Auburn and McGann.

17/011 MEMBERS' INTERESTS

To receive declarations of interest from members (*Members of the Council are invited to disclose any personal interest or personal and pecuniary interests they may have in any items on the agenda for this meeting in accordance with the Council's Code of Conduct for Members*)

- a) Disclosable Pecuniary Interests: NONE
- b) Other Interests: NONE

17/012 PUBLIC PARTICIPATION

There was no public participation.

17/013 MINUTES OF THE PREVIOUS MEETING

To consider and approve the minutes of the Public Relations Committee meeting held on 6 June 2017.

RESOLVED

that the minutes of the Public Lands & Highways Committee meeting held on 6 June 2017 be approved as true record of the meeting and be signed by the Chair.

17/014 MATTERS ARISING

Following missed deadline for submission of editorial in September issue of On The Button, Councillors were reminded of the editorial formation schedule and an email reminder requested from the Town Council office, to prompt relevant Councillor to action creation of article each month.

17/015 WEBSITE & DOMAIN NAME REVIEW

Members received an update from Working Party on discussions held with website providers to re-design Arlesey Town Council Website, providing domain name and Councillor email addresses both ending ".gov.uk". Two quotations had been received, one more in depth following a meeting with the designer and one less detailed in response to initial contact. Third quotation to be sought and greater detail requested from minimalistic quote received. Working Party to provide recommendation at next Public Relations meeting ensuring website designers have specific brief to quote for.

17/016 COUNCIL NEWSLETTER

Members discussed items for inclusion in 1st edition of ATC's half-yearly newsletter, suggested dates for publication May and November each year.

- Differentiation between Neighbourhood Plan and Master Plan to be highlighted to residents and progress of each Plan to-date.
- Arlesey Town Council activity.

- Arlesey Fete 2017.
- Financial information update.
- MUGA refurbishment works project.

Town Clerk to proof read and edit draft editorials and create final newsletter for publication.
Distribution to be via Councillors and Grounds Maintenance Staff.

RECOMMENDATION

Committee Recommendation: that individual Articles for the Newsletter are created by Councillors to be edited/proof read by the Town Clerk to be formatted creating Newsletter for publication.

Neighbourhood Plan/Master Plan – Cllrs Gravett and Want

Town Council Activity Cllr ward

Arlesey Fete 2017 – Cllr Sarll

Financial update – Town Clerk

MUGA refurbishment project – Cllr Wallace

17/017 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

There was no public participation.

Meeting closed 8.20pm