



Present:

Broadclyst Parish Council COMMS Committee Members
Cllr Gent, Vaughan;
Broadsheet editor, Judy Ferrier; Research Clare Ratcliffe.

In attendance: Clerk

19 New Buildings
Broadclyst
Exeter

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www.broadclyst.org

Broadclyst Parish Council's Comms Committee met on Monday 20th June 2016 on 14:00hrs at Sports Pavilions, Holly Close, Broadclyst; the following business was transacted

Comms Minutes (RATIFIED 04/07/2016)

C16/07 APOLOGIES

Apologies for absence were received from Cllr Pepper (work) and Sally Robinson (prior commitment)

C16/08 DISCLOSABLE PECUNIARY INTERESTS*

There were no Declarations of Interest not currently on Councillors' ROIs nor receipt of requests for new Disclosable Pecuniary Interest* (DPI) dispensations on items on the Agenda.

C16/09 PUBLIC QUESTIONS

There were no public question time on items on this Agenda.

C16/10 BROADSHEET

- i. General Broadsheets update
Feedback from parishioners has been positive, with the edition to celebrate the Queen's birthday being particularly bright and colourful.
- ii. **Suggested articles** for future editions:
outgoing Curate, incoming Reverend, Art Society, Broadclyst Parish Church, Gardening Club, Twinning Football exchange visit, folk group, National Trust, Himalayan Balsam report, how to report watercourse contamination (slurry etc.), badminton feature, fun day write up.
Spring 2017 – BCPS Killerton performance
- iii. **Deadlines** – the difficulty in enforcing deadlines is a continuing issue, causing delays and unnecessary stress to the editing team.
- iv. **Size of print run** for next 2 editions and budget check
The budget for the year allows 2000 x 24 page quarterly issues with a built in buffer of £500 to allow for additional numbers and / or extra pages should need arise.
Printers: The value for money, service, and quality was agreed to be excellent from the current supplier; it was felt there is no need to review the supplier for printing until budget-setting for 18/19 in autumn 2017.
Print run sizes for next 3 editions: 2,000 autumn, 2,150 Christmas and spring 2017.
- v. The Broadsheet receives sponsorship from the National Trust and other regular contributors. It was agreed CR would approach Spice and Stone.
- vi. **Distribution.** In order to make distribution as efficient as possible, it was agreed that a member of staff will deliver out to distribution managers, whom Mollie will contact 2 weeks in advance to forewarn.

C16/11 EMERGING COMMUNITIES

- i. The Committee noted the report to Council following the second VIEW community information event which had been a success with attendance by Westclyst Primary School

and EDDC Planning Officers.

Answers to questions raised at the event will be published in the forthcoming months.

ii. The following community engagement methods at Westclyst were discussed including:

a. **Community noticeboard(s)** – location, process, funding

A community noticeboard would provide a central point for the dissemination of news and display of public notices.

It is appreciated this may be a long drawn-out process in terms of obtaining relevant permissions and funding a noticeboard.

Action - It was delegated to the Clerk to approach developer for consent and to discuss suitable location(s), reporting back to Council later in the summer.

b. Regular community engagement drop-in sessions

The need to engender a sense of belonging is recognised. Without a venue a regular drop-in session is difficult, so it was decided that for the time being to analyse responses from the letter of introduction and reconsider drop-in sessions as the occupancy increases.

c. The need for regular communications to residents was discussed; it was suggested to include a short insert letter of welcome and introduction from the Parish Council into the Autumn Broadsheet.

A regular page featuring updates on developments in the West End to be introduced into the Broadsheet.

The use of personalised marketing material was considered, with one possibility being the creation of a Parish Council fridge magnet which would contain contact details and useful local information / numbers and given to residents of Hillside Gardens.

RESOLUTION: Cllr Gent proposed the above suggestions be agreed; the committee agreed unanimously.

Action - Clerk to get quotes for fridge magnets and liaise with Cllr Gent as to content. Request to Sally to draft design.

C16/12 BROADCLYST FUN DAY

i. An update on the Fun Day which takes place this coming Saturday was given. Field layout has been drafted and circulated, along with health and safety / site rules.

All invoices relating to overheads have been paid, with the exception of the generator hire and fuel which is payable on return on Monday 27th June.

The risk assessment has been submitted to the Insurers and the alcohol licence has been obtained.

ii. It was noted that stewards briefing will take place tomorrow, covering emergency procedures, lost children, site health and safety, and the final programme / order of events.

C16/13 CLOSE OF MEETING

The meeting closed at 15:35

Signed:(Chairman) Print:.....

Date:.....

**ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY
REQUEST**