



### Windlesham Parish Council

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### MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S COMMUNICATIONS COMMITTEE

Held on Tuesday 23<sup>rd</sup> July 2025 at 7:30pm at Lightwater Library, 83A Guildford Road, Lightwater, GU18 5SB

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Willgoss	P	Malcaus-Cooper	P	Lewis	PA
Wilson	A	Stevens	P		
White	E				

**In attendance:** Joanna Whitfield –Clerk to the Council  
Cllr Turner – Lightwater Councillor  
S Kiernan – Communications and Engagement Officer

Cllr Malcaus Cooper took the Chair

P - present      A – apologies      PA – part of meeting      - no information  
S – Substitute      E- Ex-Officio

		Action
COMM/25/01	<p><b>To elect a Chairman and Vice Chairman of the Committee for the ensuing year</b></p> <p>Cllr Malcaus Cooper welcomed everyone to the meeting and asked for nominations for Chair of the Committee</p> <p><b>Cllr Malcaus Cooper nominated, Cllr Willgoss seconded, and it was agreed unanimously to appoint Cllr Malcaus Cooper as Chairman of the Committee.</b></p> <p><i>19:34 Cllr Lewis joined the meeting</i></p> <p><b>Cllr Stevens nominated, Cllr Malcaus Cooper seconded, and it was agreed unanimously to appoint Cllr Stevens as Vice-Chair of the Committee.</b></p>	
COMM/25/02	<p><b>Apologies for absence</b></p> <p>Apologies for absence were received from Cllr Wilson.</p>	
COMM/25/03	<p><b>Declarations of interest</b></p> <p>None</p>	

<b>COMM/25/04</b>	<b>Public question time</b>  There were no questions raised.	
<b>COMM/25/05</b>	<b>Exclusion of the press and public.</b>  Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:  <b>There were no items to be discussed in the confidential part of the meeting.</b>	
<b>COMM/25/06</b>	<b>To note the Committee's Terms of Reference</b>  <b>Members noted and agreed to the Terms of Reference as presented.</b>	
<b>COMM/25/07</b>	<b>To review Social Media statistics</b>  <b>Members reviewed and noted the social media performance summary (January–July 2025).</b>	
<b>COMM/25/08</b>	<b>To consider future communications for the municipal year 2025-26</b> – opportunity for Members to bring forward suggestions for future communications.  Members were presented with a range of ideas to enhance future visual communications and <b>resolved to increase the use of video content as a means of boosting public engagement.</b>  <b>In particular, it was agreed that each Member of the Committee would collaborate with the Communications Officer to produce video content. Additionally, the Chair of the Council, along with any other Councillor willing to contribute relevant material, would also be invited to take part in the creation of further content.</b>  <b>Members also discussed the publication of an information leaflet regarding the forthcoming Community Governance Review (CGR).</b> <b>Standing Orders were suspended to allow Cllr Turner to speak.</b> <b>It was resolved to delegate authority to the Clerk, in conjunction with the Chair and Vice Chair of the Communications Committee and the Chair of Council to produce and distribute both a summary leaflet and a more detailed information document during the week commencing 28th July 2025. Draft materials will be circulated to the Communications Committee prior to distribution.</b>  <b>It was also agreed that Councillors would support the delivery of the leaflet across the villages to ensure broad community reach and engagement.</b>	
<b>COMM/25/09</b>	<b>Communications Officer Update</b>	

	<b>Nothing to report</b>	
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**There being no further business, the meeting closed at 20:13.**