Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

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

Held on Monday 9th November at 7:10pm at Lightwater Library, 83A Guildford Road, Lightwater, GU18 5SB

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Willgoss	P	Malcaus-Cooper	P	Lewis	P
Gordon	-	Stevens	P	Hardless	P
		Harris	P	Wheeler	P

In attendance: Sarah Wakefield –Assistant Clerk to the Council
S Kiernan – Communications and Engagement Officer
Cllr White – Windlesham Parish Council
Cllr R Jennings Evans
Cllr A Turner

Cllr Stevens took the Chair

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

.....

		Action
COMM/25/38	**To elect a Chairman and Vice Chairman of the Committee for the ensuing year** Councillor Malcaus Cooper opened the meeting and invited nominations for the position of Chairman. Councillors Stevens and Willgoss were nominated. Both nominees were given the opportunity to explain their reasons for wishing to serve as Chairman. A brief discussion followed on working together to make best use of their respective skills. Councillor Malcaus Cooper proposed Councillor Stevens for the position of Chairman, seconded by Councillor Hardless. Following a vote, the proposal received 4 votes in favour, 2 against and 1 abstention. Councillor Willgoss proposed himself for the position of Chairman, seconded by Councillor Wheeler. Following a vote, the proposal received 2 votes in favour, 4 against and 1 abstention.	

	It was resolved: That Councillor Stevens be elected Chairman of the Committee for the ensuing year. **Councillor Stevens took the chair** Councillor Malcaus Cooper proposed Councillor Willgoss for the position of Vice Chairman, seconded by Councillor Hardless. Following a vote, the proposal received 6 votes in favour and 1 abstention. **It was resolved: That Councillor Willgoss be elected Vice Chairman of the Committee for the ensuing year.**	
COMM/25/39	**Apologies for absence** **There were no apologies for absence.**	
COMM/25/40	**Declarations of interest** **None**	
COMM/25/41	**Public question time** **None**	
COMM/25/42	**Exclusion of the press and public.** 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: **There were no items to be discussed in the confidential part of the meeting.**	
COMM/25/43	**To review recent communications activities** The Communications Officer provided members with an update on recent communications activities, including social media statistics, and printed communications as detailed in the meeting papers. **Members noted the update.** Members discussed ideas for future social media content, including Facebook and Instagram Reels featuring councillors speaking on video, noting the popularity of this format. Suggestions also included "day in the life" content showing councillors carrying out their duties. The Communications Officer welcomed contributions from councillors for future content. It was requested that the previous year's Facebook statistics for the reporting period be circulated by email for comparison with the current	**Comms Officer**

	year's reporting period. The Communications Officer agreed to provide the figures.	
COMM/25/44	**Transfer of Assets Consultation update** The Communications Officer outlined the activity undertaken to promote the consultation on the potential transfer of assets. **Members noted the update and the planned communications activity**. Members discussed ways to promote the consultation, including contacting additional churches and having a Parish Council stand at the Lightwater Christmas lights switch-on event. The budget implications, including potential staffing costs, were considered, along with the option of councillors volunteering to staff the stand themselves. **It was resolved:** **1. To note the report and the communications activity undertaken and planned to promote the consultation.** **2. To contact additional churches to encourage wider promotion of the consultation.** **3. To provide a Parish Council stand with a consultation information board at the light switch-on event, to be staffed by councillors.**	**Comms Officer**
COMM/25/46	**Communication Officer Update** **The Communications Officer provided members with the following update –** • Social media continues to be an important tool for engaging with residents and sharing Parish Council news, consultations and community information. Activity across the Council's platforms remains steady, with regular content being published. • The Communications Officer continues to visit Parish Council noticeboards to ensure information remains up to date and accessible for residents. The noticeboard at Windlesham Cemetery is currently being investigated, as access to the board has proved particularly difficult. • Surrey Police have advised that a new Neighbourhood Officer is being appointed for the area. Once details of the new officer have been received, opportunities to arrange future "Meet the Beat" sessions with residents will be explored. • Planning is underway for the Parish Council's Christmas newsletter, which is expected to be prepared towards the end of November and distributed in early December.	

	• Facebook has introduced restrictions on posts containing external website links. This affects content directing residents to information hosted on the Parish Council website, such as agendas, meeting papers and consultation information. At present, Facebook is limiting Pages to a small number of external link posts each month. To minimise the impact, links are being incorporated into images or shared within post comments where appropriate. The situation is being monitored and a further update will be provided should any additional action be required. **Members noted the update.** Discussion took place regarding the sharing of parish news on the Bagshot Matters Facebook page. The Communications Officer agreed to look into the possibility of sharing updates through the page. It was also suggested that Facebook events could be created for meetings, including a link to the relevant information, as a way of overcoming the page's restrictions on the number of links that can be shared.	

There being no further business, the meeting closed at 19:42