Oldbury on Severn Parish Council

Clerk/RFO: Mrs Victoria Bailey
88 Badger Road
Thornbury
South Gloucestershire
BS35 1AD
Tel. 07922807405
oldburyonsevernpc@gmail.com
www.oldburyonsevern.uk

Minutes of the Communications Committee meeting held on Monday 13th June 2022 at 8.00pm in the committee room of the Memorial Hall, Camp Road, Oldbury on Severn, BS35 1PT.

DRAFT

Present: Chairman Sheila Bedford, Cllr Matthew Riddle, Cllr John Cornock

Clerk: Victoria Bailey

1. Apologies
Apologies received from Cllr Keith Sullivan, webmaster Roger Davis and Angela Conibere

2. To approve the minutes of the last meeting held on 11th April 2022
MR proposed; SRB seconded. Minutes approved.

3. Update on the website
SRB recounted the history of the website's development and the aim to make it smaller and more relevant to the community. Concerns were discussed relating to the amount of pages on the website. SRB asked MR to be sent the list of pages on the website.

Action
VB to send MR the webmaster's email containing the website's list of pages

4. Receive the website contract from Liveware Systems
The new contract was discussed; the committee are supportive of it being presented at the website review meeting on 30/06/2022

5. Update on 'Welcome Packs'
SRB awaiting a list from AC on who has received the Welcome Packs

Action
AC to liaise with SRB and organise the list of who has Welcome Packs

SRB is having difficulty in obtaining vouchers for the Welcome Packs from The Anchor. MR will send SRB the landlords email address so SRB can ask if they wish to continue offering vouchers in the Welcome Packs

Action
MR to send SRB The Anchor landlords email address

6. Update on noticeboards
VB believes John Phipps has fixed the leak in Shepperdine; VB will obtain an update from KS on this

Action
VB to ask KS for an update on leak in the Shepperdine shelter/ noticeboard

7. To review the 'Communications Committee Terms of Reference'
The Constitution was read through with one amendment (to change the wording 'Sub Committee' to 'Working Group' which will be proposed at Full Council

Action
VB to add the change in the Communications Committee Constitution to Full Council on 30/06/2022

8. To receive any other items of report
None received

9. To confirm date and time of next meeting

Website Review on 30/06/2022

Communications Committee Meeting 08/08/2022

Additional papers:

1. Communications Committee minutes from 11th April 2022

2. Website contract from Liveware Systems

3. Communications Committee Terms of Reference

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