



OLDBURY ON SEVERN PARISH COUNCIL
Minutes of the
COMMUNICATIONS COMMITTEE MEETING
Held on 19th October 2020 @ 7.30pm via Zoom

Present: Cllr Sheila Bedford (Chairman), Cllr Keith Sullivan, Cllr Matthew Riddle, Peter Farrell (webmaster), Angela Conibere

Clerks: Victoria Bailey and Emma Pattullo

1 To receive apologies

Not required. All invited attendees were present.

2 To approve the minutes of the last meeting held on 17th August 2020

The minutes of the last meeting were approved and signed by Cllr Sheila Bedford (Chairman)

3 Website

3.1 To review website statistics

The usage remained similar to the last meeting and new statistics had therefore not been collated. KS suggests that stats are made available at alternate meetings which was agreed.

Action P.F. To supply stats 1 week before alternate meetings

3.2 To review progress on Accessibility Regulations compliance

This matter is ongoing and E.P. advised that anything uploaded prior to September 2019 does not need to be compliant. EP has a report and will send it to Keith and the Communications committee.

3.3 To review progress on development of Memorial Hall pages

The Memorial Hall has not had any meetings recently and therefore there was nothing further to report.

3.4 To discuss long term plans for the website

SRB and PF have discussed the web site as previously agreed. Both report that the website needs to be updated. PF suggested a new design and to consider how all groups using the website will benefit. EP suggested that an updated website could help with accessibility requirements. SRB stated that a timeframe needed to be in place and has suggested that a version to be approved should be available for the committee to consider at the next

meeting. SRB will ensure that the contents of the old welcome packs are included on the new web VB suggests that the committee look at examples of good practice in other village websites. EP stated that the new website needs to be mobile friendly

MR asked how information is put onto the website. PF confirmed that several different people contact him with changes and stated that it would be preferable to have a single point of contact to ensure greater compliance.

MR suggests the website makes it clearer that it serves all of the villages and hamlets around Oldbury on Severn which should be reflected in a strapline on the website and all other communication materials.

Action KS and PF to ensure that this appears on all documents and website.

The cost of the new website was discussed and EP confirmed that the Communication Committee budget is around £700. PF was asked for a rough estimate for developing the web site and suggested that a couple of hundred pounds will be required. PF also confirmed his contract is up for renewal in April 2021. PF will contact EP and SRB as a matter of urgency to discuss budgetary requirements for the website for 2020/21.

SRB stated that a discussion had taken place and PF suggested that in future he should be on the committee as a consultant and leave the meeting after the website had been discussed. The time taken up with meetings is part of his contract so this proposal will free up some extra hours per year. This was agreed unanimously' PF left the meeting.

Action V.B. to ensure that the web site is always the first item on the agenda

4 To review the Welcome Packs

4.1 Distribution system

AC would like Welcome Packs to be given face to face to newcomers which was agreed. MR and AC will liaise to identify new people arriving in the villages. AC offered to deliver the Welcome Packs. SRB advised that outlying villages need to be remembered.

Action M.R. and A.C. to work together with the delivery of the Welcome Packs

4.2 Pack Content

S.R.B showed the committee the contents of Welcome Pack which consists of:

- A card designed and kindly donated by local artist Lorna Page
- A letter of introduction
- Voucher for a Meal for two at The Anchor
- A free drink at the village shop

The committee wish to extend their thanks to Lorna Page for the donation of the cards.

5 To discuss promotion of playing fields and pavilion

5.1 Finger posts

KS Advised that the finger boards are now complete and will be in place by the end of the week. KS stated that the costs is labour £100, materials £50 and lettering £40, making the total cost £190 for notice and finger boards.

Action KS to give EP all receipts by Friday

5.2 Information on notice board

The appearance of the notice boards was discussed and it was generally agreed that they could be improved and to achieve this, one person needed to be nominated to take charge of each board. AC offered to organise the notice board in Oldbury bus shelter, Mike Pheysey to be confirmed as the nominated person for the Playing fields and a person to be identified for the notice board in Shepperdine bus shelter. It was suggested that long term notices, particularly at the playing field are laminated so they will fade less and last longer. VB will put time sensitive Parish Council notices in the notice boards with a 'To be removed by XX date'

**Action A.C. to take charge of Oldbury Notice Board
S.R.B. To contact Mike Pheysey and Sandra Grey re
the remaining two boards**

5.3 Notice Board sign

This was discussed under 5.1. No further discussion was required.

6. To receive update re: Social Media Volunteer

SRB said there was no progress on this item and it was unanimously agreed to remove it from the agenda and the website for the time being and to review at a later date. PF to remove from the website

**Action SRB to request P.F. to be remove
item from website**

7. To receive any other items of report

There were no further items.

8. To confirm date and time of next meeting

MR asked for a change in meeting times due to the other council commitments.

Next meeting will be on Monday 14th December 2020 at 6.30pm.

Meeting closed at 8:40pm

Signed as a correct record at the following meeting: