



**Minutes
of the
Lugwardine and Bartestree Parish Council Communications Working Group held at
the Village Hall
14th October 2025**

Present:

Cllr. David Welton (DW)
Cllr. Polly Smith (PS)
Clk. Richard James (RJ)
Cllr Siobhan Green (SG)
Mrs Vici Whittall (VW)
Mr Laurie White (LW)

Apologies: None

Declarations of Interest: None

Opening Remarks

1. DW welcomed the members of the Communication Working Group (Wk. Gp) with a special mention to the new member Laurie White. All attendees are reminded of the purpose of the Working Group:
 - Expedite and maintain effective and efficient communications across the community on the PC's behalf and assist other PC working groups and committees with external communications.
 - Identify effective means of communication within the community.
2. DW noted that the last minutes were issued as a report to the Parish Council that was published as part of those minutes.

Website Redesign

3. RJ updated the Group concerning the Website; RJ met with the website designer (Matt Armstrong (Critical Mass)) last week to discuss additional design and build work for the website, and continued progress, in the form of fine-tuning has already been made in terms of content and layout. A link to the test site is at:

<https://staging.bartestreewithlugwardinegroup-pc.gov.uk/>

4. Work continues to be undertaken refining links and sub-links, including the content, ease of use and connectivity. RJ confirmed that the archived documents (including minutes) have all now been converted and loaded to the website.
5. Some login errors have been reported amongst Counsellor's, and RJ will investigate these with the Critical Mass. **(Agreed)**
6. DW inquired about website security, and RJ confirmed that all necessary precautions have been taken, including the implementation of passwords and firewalls, which are functioning properly.
7. SG suggested that folders and access be given greater prominence on the main buttons, and RJ will investigate with Critical Mass. SG also suggested that an update on the Safer Schools initiative be included within the content **(Both Agreed)**
8. LW suggested that the NDP be posted or given a link on the website. It would also be useful to include a map of Lugwardine and Bartestree, showing the Parish boundaries, as an item of interest. LW will provide RJ with a map for inclusion. **(Agreed)**
9. SG suggested that an events calendar be provided under a separate button or as a side swipe feature. RJ reminded the Working Group of the necessity to approach the inclusion of events from a multi-cultural and inclusive perspective. RJ to investigate. **(Agreed)**
10. DW requested an update on costs. RJ confirmed that the annual costs for the website and license were in hand (included in the PC budget), and there are no other outstanding incurred costs.

Physical News Letter

11. PS has produced and presented a framework A4 example of the newsletter with place markers for specific content (actual newsletter will be A5), which is much the same as the focus for the website. The content will include
 - Contact pages, including PC and HC organisational contact details.
 - local interest and events pages.
 - Parish Budget FY26/27.
 - Village photographs.
 - Planning Committee notes.
 - Parish Officers Profiles, Lengthsman, Parish Clerk etc. (what do they do?).
 - Football and cricket fixtures (tbc).
 - Back Page Contacts - Tel No's, URL's and QR code.
 - Gibbons Field update.
 - School page (tbc).
12. PS recommended that the first issue be in an eight-page format (£268.00 per 1100 copies) and that we follow the design, layout and print recommendations of Sign Works (selected printer). Design cost would be £100.00. PS confirmed that funding had already been agreed by the PC. **(Agreed)**

13. VW noted that the Parish Church Committee (PCC) had provisionally agreed to assist with the delivery of the newsletter, but noted that only deliveries to addresses alongside their own magazine could be managed. SG suggested that those addressees not included could be distributed by the Working Group. SG also suggested that copies be distributed to the village shop and other outlets. (Both Agreed)
14. RJ noted that outlying addresses would need to be distributed via post. (Agreed)
15. PS requested that input, including AF Covenant, Gibbons Field update and other articles, be submitted to her by no later than 30th October 2025. **(Noted)**

Social Media

16. SG noted that communication through social media (Facebook, Instagram etc) was equally important and will capture the younger parishioners. RJ noted the issues with Facebook and suggested that if we proceed with that platform as a trial, we should restrict content to an information outlet with no option to comment. RJ will investigate a new Facebook page. **(Agreed)**
17. AOB – There was no other business raised.
18. Next meeting will take place in the Village Hall at 14:00hr on 11th November 2025.