



Communications Working Group Report 21st May 2025

Notes

Present:

Cllr. David Welton (DW)
Cllr. Polly Smith (PS)
Mrs Vici Whittall (VW)

Apologies:

Clk. Richard James (RJ)
Cllr Siobhan Green

Declarations of Interest:

None.

Opening Remarks

1. DW welcomed the members of the Communication Working Group (Wk. Gp) and reminded attendees 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 reviewed the minutes of the 16th April 2025 Meeting, which were accepted as a true record of the meeting. DW noted that Cllr Fiona Harris had stepped down from the Communications Wk. Gp and that Cllr Siobhan Green had taken her place. In addition, DW welcomed Mrs Vici Whittall to the Wk Gp (tbc at the next PC meeting).

Website Redesign

3. DW updated the Group concerning the Website renovation; RJ met with the website designer (Matt Armstrong (Critical Mass)) last weekend to discuss the initial design and build work for the new website, and some progress 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. Much work remains to be undertaken, but the concepts discussed at the last Wk Gp meeting have already been included. Work continues on design, content, ease of use and connectivity. RJ has converted and renamed all the approved minutes going back to 2013, in addition to all Annual Parish Minutes, and these will eventually be accessible from the new website. (Agreed)
5. DW noted that all Parish Councillors will be asked to support the website and supply a photograph and short profile for inclusion. As the new website theme is pictorial, parishioners will be canvassed for village photographs. Specific photographs of the following are required to support the various website links:
 - Village Hall.
 - Cricket pitch and pavilion.
 - Church.
 - Both Play Areas.
 - Christopher Gibbons Field (current) and design images of the intended facilities.
6. The Wk Gp members are encouraged to visit the test (stage) site and comment on features, colour schemes and general content and other useful links. Please note that the current test links are for demonstration only. The Wk Gp also need to agree on the logo for the site. The current logo used on the test site is as suggested at the last meeting. VW suggested that a single oak tree logo might be appropriate. All further comments and suggestions to RJ.
7. VW suggested that the website contain records of 'hit's' so that the effectiveness and usage of the website can be monitored. In addition, VW suggested that each info page include a 'last updated' date marker so that information relevance can also be monitored. (Agreed)
8. As Cllr Fiona Harris has stepped back from the Wk Gp, Cllr Siobhan Green will replace her concerning administrative rights to the website. (Agreed)
9. DW confirmed that RJ has confirmed that notice has been given for the closure of the existing site.

Physical News Letter

10. PS produced and presented a framework A5 example of the newsletter with place markers for specific content, which is much the same as the focus for the website. The content will include
 - Individual PC Cllr's profiles (noting specific responsibilities).
 - Contact pages, including PC and HC organisational contact details.
 - local interest and events pages.
 - Village photographs.
 - Planning Committee notes.
 - Parish Officers Profiles, Lengthsman, Parish Clerk etc. (what do they do?).
 - Interest Pages, Flooding etc.
 - Football and cricket fixtures.
11. PS noted the production (printing) costs, without delivery, quoted for 1100 copies:
 - Sign Works: 12-page pamphlet £328.00 & 8-page at £268.00.

- Pip Printing: 12-page pamphlet £318.46
- Print Plus: 12-page pamphlet £396.00

12. DW requested that PS investigate the costs of delivering a glossy A5-size pamphlet and report the outcome at the next meeting. (Agreed)

13. VW agreed to investigate costs (if any) for delivery of the newsletter with the Parish magazine to achieve at least a partial economy of scale.

14. AOB

- Gibbons Field: DW provided a short update on the Gibbons Field project. It is noted that this project will figure prominently in the village for some time and will need dedicated coverage of progress to be reported regularly. The Gibbons Field Wk Gp will be asked to provide updates for publication.

15. Next meeting will take place in the Village Hall at 14:00hr on 13th June 2025.