

Notes from Communications Sub-Group meeting Monday 5th March 2018

In attendance: Matthew Dyer, Sue Holton, Carole Samuda, Alana Gooding (for the first 15 minutes)

Apologies: None noted

Agenda: Although one had not been circulated, it was drawn up and the meeting followed what was proposed

<u>Agenda Item</u>	<u>Outcome/To do</u>
<p>Revised and amended budget:</p> <ul style="list-style-type: none"> The adjusted budget was considered by those present and agreed that this is what the sub-group would like to work to for the rest of this year. The revised budget has been passed to the Finance Officer to progress on to Finance and Governance meeting on Friday 9th March 2018 	<p>Once revised budget is passed through F&G, no further action required</p>
<p>Plan summary document:</p> <ul style="list-style-type: none"> Whilst the general layout and content of the document was accepted there were also a number of changes proposed. These are contained in a supplementary document attached 	<p>Alana to liaise with designer to progress suggested changes</p>
<p>Save the date documents:</p> <ul style="list-style-type: none"> These had not yet gone out as the table top event was postponed due to the weather. A few tweaks were suggested before finalising the flyer The group agreed that the Board should be asked to take at least two roads each on the estate and put these through doors. The sub-committee would then allocate any roads that have not been covered and ask others to help. The flyer has been amended and sent on to Katie Bone at HBC. If they are unable to help us, we will get a local printer to print the 2000 needed to cover each property. 	<p>Carole to amend flyer and add facebook and web link to Community Chest forms (done).</p> <p>Sue to co-ordinate delivery of the flyers (agreed after the meeting)</p>
<p>Information booklet:</p> <ul style="list-style-type: none"> This has been produced and looks great Need to think about how these get out into the community. Will this be just via the launch events, or other ways too Some have been taken to PCC office and are also on the front desk of the Acorn Centre 	<p>Board to make a decision how these get out to the public</p>

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<p>Community Chest Event:</p> <ul style="list-style-type: none">• Concern was raised at how we make sure the Community know of this event and how to access the documents• See above re: distribution of leaflets around local area• The Finance Officer has put the link to the Community Chest paperwork on the web and the 'save the date' flyer has been amended to reflect this• How else do we need to publicise this?• Flyer to be put on Facebook Page	<p>Link to be put on website to access the documents (done by LJ).</p> <p>Board to decide how else to promote this. Will ask LJ to action this</p>
<p>Going forward:</p> <ul style="list-style-type: none">• Having successfully completed a number of tasks the group were keen to plan their next successes.• It was agreed that these projects should be completed before moving on to the next ones.	<p>No action at the present time Will review again at next meeting</p>
<p>AOB:</p> <p>It was agreed that it would be a good idea to have a closer relationship with the local Housing Associations. We believe there are up to 4 in the Wecock Farm area. It was agreed that we would get contact details or them and whilst wanting them for the group, would also pass them to LJ for the Stakeholder plan launch.</p>	<p>Sue to collate the email addresses and pass to LJ</p>