

**Minutes from USPC Comms Working Group  
Monday 4th March 2024 @ 5.30pm Village Hall**

**Attendees:**

Anne Daley  
Fay Harrison  
Iris Morgan

**Apologies:** None

**1. Website**

- Website accessibility compliance - it was agreed that the website should be updated to comply with website accessibility requirements. Budget for this was agreed at the PC meeting of March 4th.  
Actions Fay & Anne.
  
- Do we create a separate website for USPC or continue to add to / morph the existing website? - It was agreed to continue with the website as current although we will no doubt review in future.  
No Action.
  
- Succession planning for website admin - It was agreed that Fay as our key website admin should have access to professional IT back up and the backup would have access to update the website if Fay was indisposed for a significant time. This proposal was discussed at PC meeting on March 4th & agreed with relevant costs approved.  
Actions Fay & Anne.
  
- Review of USRA info on the website can some of it be deleted? - Agreed to review the information on the website. The possibility of improving the website's landing page & how the different pages are ordered was discussed.  
Action Fay - proposals to go to the PC.

**2. Newsletter**

- Ideas for the newsletter - to be delivered prior to May 10th APCM - content ideas & contributors were discussed. Anne will send through the PDF of Whatton's latest 12-page newsletter/booklet. The newsletter was discussed at the PC meeting on 4th March and it was agreed the Newsletter will go out later in the year - possibly September. Iris to begin drafting potential topics & the layout of the newsletter.  
Actions Iris & Anne.

### **3. Annual PC Meeting**

- Ideas and materials required for the annual PC meeting 10th May were discussed. Work & proposals will continue via email & will be agreed with PC members. At the PC meeting on 4th March to continue working in this manner was agreed.

Action All.

**4. PC Logo & Font standardisation** - due to time constraints - not discussed carry forward.

### **5. Notice Board for the area by the Village Hall**

- The purpose of this notice board is to communicate with dog walkers, play park & village hall users who may never walk past the notice boards on Westminster Drive or by the turning circle. A number of options were discussed between oak and manmade timber (MMT). It was decided to propose the PC look at further options before a decision is made. This was agreed at March 4th PC meeting.

Action Iris.

### **6. Possible postbox for communication on the wall at Venezia**

- Discussed and decided not to pursue. A volunteer would need to empty the box, there would be the possibility of rubbish etc. being thrown in there. There are already a number of ways of contacting the PC. Not to mention the regular PC meetings which residents can attend and speak at.

No Action.

**7. Tennis Survey** - due to time constraints - not discussed carry forward.

**8. Future Projects** - due to time constraints - not discussed carry forward.