

## Upper Saxondale Parish Council - Communication Working Group

### Minutes - Meeting 1 - 30/8/2023

Attendees - Anne Daly, Fay Harrison, Iris Morgan

Apologies None

1. Introductions
2. Terms of Reference agreed - initially will revisit ongoing.
3. Parish clerk communication & USRA communication - Fay gave an overview of her role and how she manages USRA communications. Regarding PC comms, Fay volunteered to continue to post PC agendas and minutes on the notice boards, as well as posting notifications for upcoming PC meetings on the US FB page. This will include a link to the website where the agenda will be available to read.  
(Hopefully this will encourage residents to refer to the website more often).
4. Interface between [info@uppersaxondale.com](mailto:info@uppersaxondale.com) & [parishclerk@uppersaxondale.com](mailto:parishclerk@uppersaxondale.com) - [info@uppersaxondale.com](mailto:info@uppersaxondale.com) will continue to be for general and USRA type queries and managed by Fay, any correspondence which is a PC matter will be forwarded to the clerk who will manage and communicate with councillors/residents as appropriate.
5. Clerk access to systems FB/Website/Hall booking system - Fay will continue to manage these systems and will add / post anything on behalf of the clerk and the PC.  
A separate point was made referencing the hall and the management of future bookings, if it is decided to reinstate one off hall bookings. Action - AD to add to the PC agenda for discussion.
6. Website information & organisation of pages PC / USRA - the website will continue as an Upper Saxondale website with specific pages for the PC. The clerk advised that there is specific PC information which needs to be posted from a legal perspective.  
Fay to investigate other village websites to see how their PC pages are posted.  
Working sessions will need to be organised to update pages not just for the PC but also tennis and hall booking T's and C's.
7. Notice Boards - see point 3 will continue as current.
8. Direct resident communication - for USRA will go via Fay and Ian / PC via the clerk in conjunction with councillors as appropriate.
9. Facebook guidelines & usage - the proposal is to continue as current ie. The US FB page is an information page, residents have the facility to comment but not to post unless they go via an administrator. This proposal needs to be discussed at a future PC meeting. Action AD.
10. Standardisation of fonts and logos - carry forward.
11. Opportunities to use other forms of communication including digital & printed media or other forms of social media - carry forward.
12. Date of next meeting TBC.