

**Notes of Hythe and Dibden Parish Council
Communications Working Group**

**Held at The Council Chamber, The Grove, 25 St. John's St, Hythe, SO45 6BZ
on Wednesday, 26th February, 2020 at 5.00 pm**

Councillors

Cllr S Delemare
Cllr P Dowd

Councillors

Cllr M Roberts
Cllr M Wade

Apologies: Councillors Cllr M Clark and Cllr R Clark

Officers in Attendance

Helen Bradley, Parish Development Officer

14 NOTES FROM PREVIOUS MEETING

Agenda Item 7 - PARISH COUNCIL AWARDS

Discussion about only having the Community Spirit Award this year and that deadline for AGM had been missed.

It was agreed to go ahead with just the Community Spirit Award this year and revamp next year.

Timescale for award process also agreed.

Immediate - Invitation for Nominations

10th April - Close Nominations

22nd April - Decision

27th May - Presentation at Annual Parish Meeting

ACTION: HB to action Community Spirit Award

The rest of the notes were agreed

15 112 BUS SERVICE

It was agreed the Consultation Survey was fine and could go out to public consultation.

ACTION: HB to make the Survey live, add it to Hythe Peer, Social Media and forward link to Councillors so they can share it on Social media

16 **MAGAZINE**

It was agreed to trial The Herald Centre spread with online copy

ACTION: HB to put Magazine contents on the next Agenda

17 **SENSITIVE ISSUES AND HOW THE COUNCIL DEALS WITH THEM.**

It was agreed that a Hierarchy of Sensitivity and a Chain of Command needs to be agreed.

It was also agreed that Councillors may benefit from media training.

ACTION: HB Identify suitable training for Councillors and staff either in-house or cascade

18 **MEDIA RELEASES AND DISTRIBUTION**

It was agreed that Mark Clark should design a policy for press releases and that press releases should be created in conjunction with Officers as a form of checks and balances.

ACTION: Mark Clark to design a policy for press releases

19 **NEXT MEETING**

Next meeting 5pm Council Chamber 25th March

The Meeting closed at 6.00 pm

Chairman