



# BUCKINGHAM TOWN COUNCIL

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Think Mask, Think Lateral Flow Test

COMMUNICATIONS  
STRATEGY GROUP

05/10/2021

Councillor,

You are summoned to a meeting of the **Communications Strategy Group** of Buckingham Town Council to be held on **Wednesday 13<sup>th</sup> October 2021 at 2pm** at the Town Council Chamber, Cornwalls Meadow, Buckingham.

Please note that the meeting will be preceded by a Public Session in accordance with Standing Orders 3.e and 3.f, which will last for a maximum of 15 minutes. Members of the public can attend the meeting in person. The Council is trialling the use of video conferencing to enable the public and guests to address Council meetings virtually. If you would like to address the meeting in this way, please email [committeeclerk@buckingham-tc.gov.uk](mailto:committeeclerk@buckingham-tc.gov.uk) or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here:  
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>

Mr. P. Hodson  
Town Clerk

## 1. Apologies for Absence

Members are asked to receive and accept apologies from Members.

## 2. Declarations of Interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

## 3. Meeting Notes

To review and agree the notes from the last meeting Wednesday 1<sup>st</sup> September 2021.

**Copy circulated previously**

## 4. Current Newsletter

To review the current newsletter articles:

- Cover
- Message from your Mayor
- New Bard of Buckingham
- Flooding/Community Flood Response Plan
- Water Pollution
- Neighbourhood Plan Survey
- Past Events
- Future Events

[Appendix A](#)

[Appendix B](#)

To follow

To follow

[Appendix C](#)

To follow

[Appendix D](#)

[Appendix E](#)



Twinned with Mouvaux, France;

Neukirchen-Vluyn, Germany



Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.

All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk can send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

- Shopmobility
- Bourton Park Bridge Repairs
- Buckingham Community Wildlife Project
- Adult Learning
- Events Diary

[Appendix F](#)  
**To follow**  
[Appendix G](#)  
[Appendix H](#)  
[Appendix I](#)

## 5. Newsletter Review

To review the production and delivery of the previous newsletter and identify key learning points from the production process and its look, including a discussion of:

- Quality of production & content
- Delivery
- Audio version

## 6. Ongoing Development of Existing Websites

6.1 To discuss the maintenance of the websites and any improvements to be made:

- [www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk)
- [www.discoverbuckingham.uk](http://www.discoverbuckingham.uk)

6.2 To receive an update report on the schedule of process for the new [www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk) website

[CSG/47/21](#)

## 7. Summary Posters of Events Report

To receive and discuss a report from the Communications Clerk

[CSG/48/21](#)

## 8. Website Accessibility Statement

To review and amend or confirm the website accessibility statement for all Buckingham Town Council websites.

[Appendix J](#)

## 9. Communications Policy

To review and agree the Buckingham Town Council Communications Policy.

[Appendix K](#)

## 10. Meeting Dates 2022

To propose the following 2022 meeting dates:

- Wednesday 12<sup>th</sup> January 2022 at 2pm
- Wednesday 2<sup>nd</sup> March 2022 at 2pm
- Wednesday 6<sup>th</sup> April 2022 at 2pm
- Wednesday 8<sup>th</sup> June 2022 at 2pm
- Wednesday 20<sup>th</sup> July 2022 at 2pm
- Wednesday 7<sup>th</sup> September 2022 at 2pm
- Wednesday 12<sup>th</sup> October 2022 at 2pm
- Wednesday 23<sup>rd</sup> November 2022 at 2pm

## 11. Press Releases

A summary of the press releases authorised by Buckingham Town Council since the previous meeting held on Wednesday 1<sup>st</sup> September 2021.

[Appendix L](#)

## 12. Chair's Items

## 13. Date of Next Meeting

Wednesday 24<sup>th</sup> November 2021

To:  
Cllr. R. Ahmed  
Cllr. M. Gateley (Town Mayor)  
Cllr. J. Harvey Chair

Cllr. M. Try  
Cllr. R. Willett

Vice Chair