

Minutes from the meeting of the Communications Strategy Group held on Thursday 22nd April 2021 at 2:00pm via Zoom.

Present:

Cllr. R. Ahmed
 Cllr. T. Bloomfield
 Cllr. M. Cole JP
 Cllr. M. Gateley Chair
 Cllr. J. Harvey
 Cllr. R. Newell
 Cllr. M. Smith
 Cllr. C. Strain-Clark Vice-Chair

In Attendance:

Mrs. L. Stubbs – Communications Clerk
 Mr. P. Hodson – Town Clerk
 Ms. B. Dowden – Apprentice Office Administrator

1248/20 Apologies for Absence

There were no apologies for absence.

1249/20 Declarations of Interest

There were no declarations of interest.

1250/20 Meeting Notes

Members **RESOLVED** to agree the notes of the previous meeting on 11th March 2021.

1251/20 Current Newsletter – Summer 2021

1251.1 Front Cover: Members **AGREED** to use a picture of the wildflowers in Bourton Park if they don't receive suitable entries from the wildflower art competition.

ACTION: COMMUNICATIONS CLERK

1251.2 Town Centre Manager: Members **AGREED** to include a picture of the new Town Centre Manager along with minor amendments.

ACTION: OFFICE APPRENTICE

1251.3 What your Local Council Achieved 2020/21: Members **AGREED** that the Environment Committee report be reviewed to include more of the original content.

ACTION: OFFICE APPRENTICE

1251.4 Growing Wild in Buckingham: Members **AGREED** minor amendments.

ACTION: OFFICE APPRENTICE

1251.5 Land Grabs/Tree Damage: Members **AGREED** minor amendments and to include another picture of a damaged tree.

- 1251.6 Climate Emergency Action Plan: Members **AGREED** minor amendments.
ACTION: OFFICE APPRENTICE
- 1251.7 New Garden of Rest: Members **AGREED** minor amendments.
ACTION: OFFICE APPRENTICE
- 1251.8 Dog Fouling: Members **AGREED** minor amendments.
ACTION: OFFICE APPRENTICE
- 1251.9 Past Events: Members **AGREED** minor amendments.
ACTION: OFFICE APPRENTICE
- 1251.10 Future Events: Members **AGREED** minor amendments.
ACTION: OFFICE APPRENTICE
- 1251.11 Pontio: Members **AGREED** minor amendments.
ACTION: OFFICE APPRENTICE
- 1251.12 Diversity & Inclusion Working Group: Members **AGREED** minor amendments.
ACTION: OFFICE APPRENTICE
- 1251.13 Grants: Members **AGREED** to include the full link to the relevant page on the Buckingham Town Council website and other minor amendments.
ACTION: OFFICE APPRENTICE
- 1251.14 Back Cover: Members **AGREED** minor amendments.
ACTION: OFFICE APPRENTICE
- 1251.15 Front Cover, Mayor’s Message, Introducing the new Town Councillors, and Council Chamber renovations to be reviewed by email when they are available.
ACTION: OFFICE APPRENTICE/ALL MEMBERS

Cllr. Harvey proposed and Members **AGREED** for Officers to create a style sheet for newsletter articles..

ACTION: COMMUNICATIONS CLERK

1252/20 Press Releases

Noted.

1253/20 Chair’s Items

Cllr. Gateley thanked the Councillors for their efforts within the Communications Strategy Group and recorded her particular gratitude to the retiring councillors, Cllr. Bloomfield, Cllr. Smith and Cllr. Strain-Clark.

1254/20 Date of Next Meeting

Thursday 10th June 2021 at 2pm via Zoom.

1255/20 COMMITTEE IN PRIVATE SESSION

Exclusion of Public and Press

CSG/06/20

1256/20 RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded. **AGREED**

1257/20 Newsletter Costs

Members **AGREED** all recommendations of the suppliers for the design, print and delivery of the Buckingham Town Council newsletter for the next three years.

It is **RECOMMENDED** that members agree to use the following companies for the design, print and delivery of the newsletter for the next three year period (Autumn 2021 – Summer 2023):

Design: Black Dog Design £420+VAT per edition.

Print: OxUniPrint £614 per edition

Delivery: Sure2Door: £466.62+VAT per edition

To be funded from the Publicity Budget code 4032/102

ACTION: COMMUNICATIONS CLERK

1258/20 Ongoing Development of Existing Website

Members **AGREED** the recommendations of the suppliers for the hosting and maintenance of the Buckingham Town Council website for the next year.

It is **RECOMMENDED** that Members agree to continue our contract for the design and maintenance of the website, with Impact! With a fixed price sixth-month contract at a cost of £220. To be funded from Website Provision and Operation budget 4041/102

ACTION: COMMUNICATIONS CLERK

The meeting ended at 3:50pm.

Chair

Date