

# **Wye with Hinxhill Parish Council**

## **MINUTES**

### **Public Liaison and Communications Committee Meeting Thursday 24 May 2007 Methodist Church Hall**

**Present:** Cllrs D de Saxe, B Roberts, E Roberts, D Thake, P Morris and J Clifford.

**In Attendance:** Jenny Oram (Clerk)

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*The meeting commenced at 7.00 pm*

**53. To elect a Chairman of the Public Liaison and Communications Committee**

Cllr Thake was elected as chairman of the Committee for the coming year.

**54. To receive Apologies:**

Cllr Clifford had sent apologies to say that work commitments might make him late for the meeting. These were accepted. He arrived after the meeting had begun.

**55. To receive Declarations of interest**

None.

**56. To consider the remit of the Committee**

The Committee identified Imperial College, the Primary School and the Benefice as the major bodies with which the Parish Council must maintain cordial relations. As an association representing the businesses in the parish, Wye Business Association is an important voluntary body with which the Parish Council needs to maintain a constructive dialogue.

The Parish Council communicates with the public via different media. It maintains three notice boards in the parish, contributes to the weekly Wye column in the Kentish Express and places Parish Notes in the monthly Parish Magazine. Over the past year it hand-delivered four letters to every household in the parish. The Parish Council is about to take steps to establish a web presence for itself.

It was agreed that the remit of the Committee is to maintain constructive relations with the bodies identified above, and to take responsibility for Parish Council communications using the most appropriate means.

The Committee was reminded that all official, public statements on behalf of the Parish Council must be issued either by its Chairman or by the Clerk.

**57. To consider the frequency and possible dates for future Committee meetings**

It was agreed that initially the Committee should meet on a monthly basis on the fourth Thursday of the month. Any task group set up by the Committee will meet as often as required.

**58. To consider notes of the liaison meetings with Imperial College during the current academic year and discuss a date for the next meeting**

Up to six liaison meetings a year take place between Imperial College and the Parish Council. The next meeting is due in June and has yet to be arranged. The last one, on 23 April, was very short as Prof. Jeger had to leave early. The notes for the meeting were not yet available but the Clerk reported that Prof. Jeger raised concerns about the way in which certain matters relating to Imperial College had been portrayed in the parish newsletter that was distributed earlier in April. Cllr de Saxe apologised for any unintended offence that had been caused. The Clerk explained the parish plan project that was getting under way and Prof. Jeger had expressed interest. The rest of the meeting was brief and dealt with routine issues.

## **59. To discuss possible agenda items for the next meeting with Imperial College**

In addition to the routine up-dates, the following agenda items were identified:

The future of the College; Security issues (CCTV and Lighting); the November Crown bonfire event; a possible meeting between Imperial College and village bodies in July (a proposal that Prof Jeger said at the December liaison meeting, would be considered by Imperial College); Wye Fayre

## **60. To consider issues relating to the creation of a community web log (blog) and/or a community or Parish Council website and to agree any necessary actions**

Currently there are a number of possible options for the Parish Council to consider ([www.wye.org](http://www.wye.org), [www.wyweb.org](http://www.wyweb.org) and KCC's site for parish councils). A wide-ranging discussion ensued in which various points were raised:

Does the Parish Council want a site (or want to be part of a site) that is open to public contributions?

If so, what is the legal position and how would the site be moderated? Should the PC be part of a site that it does not own and over which it ultimately has little or no control?

What is the overall purpose of a PC website? Will that purpose best be achieved through a bottom-up site that operates as a blog, or through a top-down site that is heavy in content and acts as a well-researched and well-organised reference source?

What target audience will the PC site serve? How will its needs be identified?

It was agreed that

- a task group will be set up (a) to define what the Parish Council requires of its own web site - be it a stand-alone site or part of a community site; (b) to draw up a specification of what is required - in terms of content and function; and (c) to identify how it should be maintained and managed – to ensure its sustainability. The task group will advise the Committee which in turn will make recommendations to the Parish Council.
- the task group will comprise Cllrs Don Thake, Paul Morris and Jamie Clifford. The Clerk will provide input where required. Non-councillors will be invited to take part as and when appropriate. The first meeting will take place on Tuesday, 19 June at 7pm.
- the Committee will approach both Kantara and wyeweb to discuss the nature and future of their Wye websites.
- The Committee will recommend that while the task group is undertaking its work, the Parish Council should register with [www.wyeweb](http://www.wyeweb) so that it can maintain a presence on the site, provide contact information and contribute to the village calendar.
- The Clerk will contact the Chair of WBA and update her on the Committee's decisions.

Clerk

## **61. AOB**

The Clerk is continuing to contribute Parish Notes to the Parish Magazine and short items to the Wye correspondent for the Kentish Express. Cllr E Roberts said that he had a contact at the Kentish Express that might be useful if there are ever any major items of news to be reported. The Clerk explained that Parish Councils wishing to achieve Quality Status are required to produce and publish a regular newsletter, she thought on a quarterly basis. She will check the requirements. If the requirement is for a newsletter to be produced four times a year, then the Committee will recommend that the Parish Council produces one towards the end of July.

Clerk

Cllr B Roberts reported that in accordance with Imperial College's request, the undergrowth has been cleared from the old apple store on the boundary with Beanfield allotment site. David Traske will get the tree removed from the side of the building and will also arrange for the cleared area to be sprayed.

## **62. Date of next meeting**

Thursday, 28 June 2007.

*The meeting concluded at 9.05pm*