

Report for Communications Sub-Committee

Date: 17 September 2020

Key points to note:

1. Our Henley in Arden Instagram account continues to grow with on average 100 extra followers per month we are now sitting at over 500 followers. We need to consider content for the Facebook page which has been a little quiet this month. I need nominations still for September volunteer of the month and we need to look at posting about the jubilee bench. Comms on the Facebook page have focused on the surveys that have been delivered.
2. I attended two training courses this month 'Understanding Purpose, People and Powers' which was a really useful overview of the roles of responsibilities, code of conduct and who is responsible for what. This will also help with reviewing the Councillors Handbook below. I also attended 'Understanding Meetings and Risk' which was again a good overview of how meetings should run and the risk involved, when to declare interest etc. Both provided two good handouts so if anyone would like a copy of these please let me know and I will circulate.
3. We continue to work with the PR company that Stratford District Council are using, who are currently working on a piece for the opening of Urban Village.
4. Website meetings have taken place and we are now looking at two providers. Please see separate report for more detail.
5. I have nearly finished the Councillors Handbook review.

Financial transactions this month:

None – although the potential new website will incur a cost when a decision is taken

Actions for next month:

As per the October 12 month plan and in addition;

Volunteer of the month for September and October to be agreed. Please could you let me know of anyone you would like to nominate.

Progress the website build.

Monthly focus on Planning (C/f from last month as I need to catch up with MB) – be good to run a section for anyone with any planning questions. TW to speak to MB.