



## COPYTHORNE PARISH COUNCIL

A meeting of the Media and Publicity Advisory Committee was held via Zoom Video Conference on Thursday April 22<sup>nd</sup> 2021 starting at 10am.

Attendees: Councillors Steve Herra (Chair); Simon Lucas; Jackie Rhodes;  
Parish Clerk David Rigby (non-voting member)

### **A G E N D A** (and **DRAFT** notes of discussion)

1. **Apologies for absence**  
None
2. **Declarations of Interest**  
None
3. **Review of notes of previous meeting (Jan 15th 2021)**  
All present were happy that the notes of the previous meeting were accurate.
4. **Update on noticeboard renewal/replacement programme.**  
SL confirmed that a report has been taken to the April 13<sup>th</sup> 2021 Council meeting and approval had been given for the purpose of two new replacement noticeboard (Winsor Road and Newbridge Village sites). They are expected to arrive in early May and SL has kindly agreed to assist with their installation. It was agreed that later this year the M&P AC would present a further report to Council regarding the acquisition and siting of further replacement noticeboards
5. **Review of work programme for the Media & Publicity Advisory Committee through to end of March 2021.**  
As agreed at the last M&P AC meeting the Clerk has investigated the use of "Facebook links" in the online version of the newsletter. Whilst possible it would only be of benefit to those who use Facebook.  
  
Also as discussed at the last meeting a "QR code" has been created to be used on our noticeboards as a link to our website.
6. **Consideration of work programme for the Media & Publicity Advisory Committee through to end of April 2022.**  
It was agreed that areas to cover in particular should include:-  
Noticeboards  
Development of QR codes  
Relationship with local media to raise Council profile  
Newsletter review
7. **Discussion of any other matters relating to the Aims and Responsibilities of the Media & Publicity Advisory Committee.**  
None
8. **Agree date for next meeting.**  
Friday July 23<sup>rd</sup> 2021, 10am

## **MEDIA & PUBLICITY ADVISORY COMMITTEE MEETING – APRIL 22<sup>ND</sup> 2021**

### **ITEM 3 – REVIEW OF DRAFT NOTES OF PREVIOUS MEETING ON JANUARY 15<sup>TH</sup> 2021**

A meeting of the Media and Publicity Advisory Committee was held via Zoom Video Conference on Friday January 15<sup>th</sup> 2021 starting at 10am.

Attendees: Councillors Steve Herra (Chair); Simon Lucas; Jackie Rhodes;  
Parish Clerk David Rigby (non-voting member)

#### **A G E N D A** (and draft notes of discussion)

- 1. Apologies for absence** - None
- 2. Declarations of Interest** - None
- 3. Review of notes of previous meeting (Oct 2nd 2020)**  
All present were happy that the notes of the previous meeting were accurate
- 4. Update on review of noticeboard positioning and renewal/replacement programme.**  
Bartley – Location to remain unchanged  
Cadnam – Response awaited from HCC regarding move to the Parade. To be chased  
Ower – Response awaited from HCC regarding move to bus layby To be chased  
Copythorne – No takers for shared noticeboard. Location to remain  
\*ACTION - Cllr. Lucas will work on an initial report to the M&P AC to include thoughts on noticeboard user policy; type of notice board (materials); & design (no. of panels & access).  
  
The involvement of the Lengthsman in helping to clean and cut vegetation around the notice boards was discussed and then expanded to include Village Signs, benches & phone boxes. Agreed that it made sense for this to be done quarterly basis (circa ½ day).  
\*ACTION – Clerk to discuss practicality of such a request with the Lengthsman.
- 5. Review of work programme for the Media & Publicity Advisory Committee through to end of March 2021**
  - i.) Facebook – Number of followers continues to grow. Views of posts increasing. Cllr. Lucas asked if it was possible to put “Facebook links” into the newsletter.  
\*ACTION – Clerk to investigate and report back
  - ii.) Website – Recent issues with some page changes to be discussed with TLC along with whether usage numbers can be ascertained (and at what cost).  
\*ACTION – Clerk to continue discussions with TLC and report back
  - iii.) Cllr. Herra asked whether it was possible to create a “QR code” for noticeboards linking to our website.  
\*ACTION – Clerk to investigate and report back
- 6. Discussion of any other matters relating to the Aims and Responsibilities of the Media & Publicity Advisory Committee.**  
SL reminded members that we still need to return to a review of our newsletters (occasional expansion to four pages etc.)  
\*ACTION – SL to produce report for next meeting
- 7. Agree date for next meeting.**  
Thursday April 22<sup>nd</sup> 2021, 10am

Meeting ended at 10.39am