



COPYTHORNE PARISH COUNCIL

A meeting of the Media and Publicity Advisory Committee was held via Zoom Video Conference on Friday October 22nd 2021 starting at 10am.

Attendees: Councillors Steve Herra; Jackie Rhodes; Sylvia Wiggins
Parish Clerk David Rigby (non-voting member)

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

1. **Apologies for absence**
None
2. **Declarations of Interest**
None
3. **Review of notes of previous meeting (July 23rd 2021)**
All present were happy that the notes of the previous meeting accurately reflected the discussions.
4. **Report on noticeboard renewal/replacement programme.**
The Clerk presented a report (copy attached) recommending that the Media & Publicity Advisory Committee submits a recommendation to Council for the purchase of three replacement noticeboard at a cost of circa £4,200 (ex VAT). All members were in favour.
ACTION – Clerk to prepare report and add to agenda for November 9th Council meeting.
5. **Review of work programme for the Media & Publicity Advisory Committee through to end of April 2022.**
QR CODES - SH suggested that a QR code directing to the Council website should be included in every newsletter. All in favour.
PRESS CONTACT – JR to provide articles for potential submission to local papers on Climate Change activities
MONTHLY NEWSLETTER – Seek more articles from all Councillors
6. **Discussion of any other matters relating to the Aims and Responsibilities of the Media & Publicity Advisory Committee.**
None
7. **Agree date for next meeting.**
Friday January 21st 2022, 9.30am

Meeting ended at 10.20am.

MEDIA & PUBLICITY ADVISORY COMMITTEE MEETING – OCTOBER 22nd 2021

ITEM 3 – REVIEW OF DRAFT NOTES OF PREVIOUS MEETING ON JULY 23rd 2021

A meeting of the Media and Publicity Advisory Committee was held via Zoom Video Conference on Friday July 23rd 2021 starting at 10am.

Attendees: Voting - Cllrs Steve Herra; Jackie Rhodes; Sylvia Wiggins
Non Voting - David Rigby (Parish Clerk)

A G E N D A (with DRAFT notes of discussion)

- 1. Election of a Chairman**
Cllr. Steve Herra was unanimously approved as Chairman by the voting members.
- 2. Apologies for absence**
None
- 3. Declarations of Interest**
None
- 4. Review of notes of previous meeting (April 22nd 2021)**
Those present who were at the previous meeting were happy that the notes were accurate.
- 5. Review of noticeboard renewal/replacement programme.**
DR reported that the installation of the first two replacement noticeboards (Winsor Road layby and Newbridge Village) had been completed. Phase Two will be to consider the next two/three noticeboards for replacement. Based on usage and condition the considered priority order for replacement locations is Stanley's Own; Parish Hall; Bartley PO; Ower; Cadnam. Funding for two (using 2021/22 budget; earmarked reserves from 2020/21 and a portion of unallocated District and County Councillor grants) of circa £2.7k ex VAT is in place. A third could be funded if additional grant funded could be obtained. DR will discuss this point with HCC and District/County Councillors and report back to M&P AC members
- 6. Review of work programme for the Media & Publicity Advisory Committee through to end of April 2022.**
Noticeboards – See above
Development of QR codes – Will be included in agendas etc. from September 2021
Relationship with local media to raise council profile – Clerk to send articles to local press
Newsletter Review – Members pleased with how change of editors, layout and content has gone, along with increase in number of outlets and use of Telephone Boxes as Info Hubs.
- 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 October 22nd 2021 10.00am

Copythorne Parish Council – Media & Publicity AC – October 22nd 2021

ITEM NO: 4 – Report on noticeboards renewal/replacement programme

Background

At the March 9th 2021 Council meeting a policy was approved for the management of and specifications for the Parish Noticeboards (Minute Ref: 50/21).

Under the same agenda item approval was given for the purchase from Greenbarnes Ltd of two recycled plastic noticeboards at a cost of £2,659.83 ex VAT to replace the existing noticeboards in Newbridge Village and the layby in Winsor Road (at the junction with Pound Lane). These two noticeboards were installed in June 2021 and July 2021 respectively.

Current Position

With the “Newbridge” and “Winsor” noticeboards successfully replaced we now need to move onto the next phase of renewal/replacement.

The boards in most need of replacement are those at the following locations:-

Copythorne Scout Hut
Bartley Post Office
Copythorne Parish Hall

Expected Cost

Whilst costs have risen slightly, it is hoped that with the 3% discount previously agreed the likely cost for an order of three noticeboards will be around £4,200 ex VAT (£1,395 each). A formal quote is awaited

Source of Funding

Allocated in 2021/22 budget for noticeboards	£1,000
Earmarked reserves from 2020/21 budget for noticeboard	£ 340
County Councillor Grant 2021/22 awarded for noticeboards	£1,500
Portion of unallocated NFDC/HCC Cllr grants in reserves	£1,360 (leaving £2,290)
TOTAL	£4,200

Recommendation

That this Advisory Committee submits a report to Council recommending the spending of an expected circa £4,200 ex VAT on replacing a further three noticeboards, leaving the final two to be replaced in 2022/23.

David Rigby, Clerk
October 18th 2021