BRUTON
TOWN COUNCIL

Minutes of the Communications Committee Meeting held on Tuesday 4th October 2016 in the Bruton Community Office at 7.30pm

Present: Councillors: Anderton, Baker, Brownlow, Hall and Hood. Councillor Jones arrived after item 4 "Matters Arising"
In the Chair: Councillor Anderton

16/14 Apologies for Absence
There were none.

16/15 Declarations of Interest
There were none.

16/16 Minutes of Previous Meeting
It was proposed and seconded that the minutes of the previous meeting be approved.

Resolution Adopted 5-0-0

16/17 Matters Arising
The Register of Councillor Interests has now been updated on the SSDC website.

16/18 Approval of Identity for Use
It was stated that this item had previously been approved. The font to be used in all correspondence is "Georgia".

16/19 Town Plan Publicity
Councillor Hood reported that the flyer is to be delivered to households this weekend and is also posted on the home page of the town website where there is a link to an on-line version of the survey. An article is to appear in the Western Gazette and the Dove magazine. Posters have been put up in town and on Facebook. The closing date for the completion of the survey is 28th October 2016. After analysis of the survey findings, immediate feedback will be published on-line and then taken to a public meeting. It is then intended that an action plan will be prepared by the Summer of 2017.

16/20 Use of Town Council Website
The website is considered good but is still not updated regularly. All SCC information, including road closures should be posted on the website and Councillor Baker volunteered to do this. The Chairs of all Committees should be responsible for putting meeting dates on the calendar.

16/21 Future Arrangements for Town Website

Councillor Anderton reported on a meeting held recently with Elisabeth Balfour who currently edits the articles before sending to Phil Simpson for posting. After discussion it was suggested that, to help with the work load, Elisabeth be asked to proof read articles that others have written. The current cost of running the website will eventually prove problematic and two options were put forward:

1) Things to continue as they are, in which case ideas for future funding will need to be discussed.
2) The website be maintained with a volunteer community effort with advertisements to be placed requesting the help of volunteers.

The different options were considered with an action plan proposed that the tendering process be reopened for technical maintenance of the site and support for posting articles.

16/22 Spending Priorities for 2017/18

Committee would like to put forward the following for the Finance Committee's consideration when preparing the 2017/2018 budget:

1)	Town Plan	£1,000
2)	Web Site	£1,500 operating budget (to be used as a fall back although attempts should be made to raise money)
3)	Step Into Bruton	£1,000 possible contribution towards updating leaflet. Councillor Anderton will meet with BCP and the Chamber of Commerce to discuss.

Outlay for projects to increase awareness of the community office were also discussed.

Members of the Council considered these matters in the exercise of their functions: Equal opportunities (race, gender, sexual orientation, marital status and any disability): Crime and Disorder, Health and Safety and Human Rights.