

BTC COMMUNICATIONS COMMITTEE REPORT, JAN/FEB 2024

Minutes from the Comms Committee meeting of Friday 9th February, 2024 Held in the Chamber at midday.

Present: Cllr Skeens (chair), Cllr Rawlinson (Mayor), Cllr Clegg (Deputy Mayor), Cllr English, Cllr Stanbury and Nichola Payne (Chief Officer).

A. COUNCIL FACEBOOK PAGE

It was agreed that this FB page is working well. Cllr Skeens was asked to further promote the upcoming consultation about St Peter's Hospital, which is already on the council Website.

B. CHAMBER / OFFICE DECORATIONS / ILLUSTRATIONS, RECORDS, ETC

Twinning Wall

It was agreed that the Comms Committee would take responsibility for revamping the 'Twinning Wall' (TW) in the chamber, to which end, it would create a proposal to present to Council for approval.

The meeting then discussed ideas for the wall, which included:

1. Placing the Jeremy Hobden painting of Burnham, which sits above the entrance to the chamber, to the top of the TW.
2. That various items on the TW will be relocated around the chamber.
3. That the TW will become a photographic / artistic gallery of current events, etc. That we would install robust reusable frames so such pictures can be replaced with new events.

(The chair notes the Comms Committee has a budget of £500, which should help towards this).

Display cabinet

It was further discussed that a small **display cabinet**, or a shelf or wall-mounted cabinet, might be bought/built for such items as the Town Cup and the Mayor's Shield – the latter of which records residents who have been recognised by the Mayor in the annual awards.

Making Council Records more accessible

The committee thought it a good idea to generate a means, during the upcoming office refurbishment, to make more accessible the **Council Records**, currently stored in the loft, and therefore not easy to access.

An attractive roller-top filing system placed in the chamber was one idea.

Another was to take advantage of the refurbishment and remove the smaller toilet, which could be turned into a small 'library' for just such accessible storage.

FOCUS MAGAZINE

1. Focus magazine (Burnham Edition) has closed, which is a pity as, apart from the other services it offered to the town, it provided a great way of getting Council news out into the community.
2. The possibility of creating a newsletter was discussed, but there were concerns about printing and distribution costs.

3. The solution proposed was that the Comms Committee would produce a monthly report of council activities to go onto the Website and Facebook page but that will be produced in a double-sided one-page A4 format that can also go on the town noticeboards as two separate A4 pages (so the print will have to be reasonably large). Perhaps this might also be available in printed form to people visiting the Council.
4. This was thought cheaper and easier than creating a printed newsletter and less likely to end up in the bin.

COUNCIL SURGERY PUBLICITY

It was agreed that:

1. Cllr Stanbury would remind Cllr Skeens a week ahead of time to publicise upcoming councillor surgery events.
2. The Chief Officer will remind officers attending the councillor surgery events a week ahead of time.
3. The Chief Officer will also put the next date and people involved at the end of each meeting agenda, just before 'Next Meeting'.

WEBSITE

1. It was generally felt that the Website was much improved and continues to improve.
2. **Complaints section:** Cllrs Stanbury and English will look at the Complaints page and suggest improvements.
3. **Agenda posts:** Cllr Skeens will come into the office (midday Wed 14 Feb) to show staff how to post the agendas, plus supporting documents, in a place easy for the residents' to find, and show them how to use the bespoke Agenda 'metaslide' to draw residents' attention to upcoming agendas. [Since the meeting, he done this for next month's council meetings].

AOB

1. Councillors communicating with the Chief Officer

The Chief Officer reminded councillors that there already exist pop-in sessions for councillors to come and talk about agenda items, etc.

They are on Wednesday and Friday Mornings, 10am-midday.

2. Letter about 14th November meeting

The committee discussed a response to a recent letter from a resident about the 14th November, 2023, meeting.

3. Future Comms Committee Meetings

These will now take place monthly at midday on the last Friday of each month.

The next meeting is on 23rd February.

The meeting closed at 12.55pm.