

Buckden Parish Council

Communication, Consultation and Digital Communications Advisory Group

Minutes of Meeting 15th Feb 2021

Attendees

- Anne Howell-Jones (Chair)
- Caroline Underwood
- Martin Hassall
- Dave Duncan
- Ramune Mimiene

Actions

Item	Due Date	Owner
Create/acquire videos showing how to make changes to web site. Check Loom/OBS studio	Keep under review	MH/DD
Help RM to link files to web site	Complete	MH
Cyber Security Policy- Agreed to propose to Council that all councillors adopt web-based Office 365. Produce proposal for next Council Meeting.	Complete	DD
Run Pilot for subset of councillors. Try out with DD/MH first.	Mid March	DD/MH
Cyber Security Policy – Review in light of Office 365 decision.	End April	DD/CU
Read and where necessary comment on the Information Technology aspects of the GDPR documentation prior to approval by the wider Council	Complete	All
Agree roles and responsibilities for web site update – who does what? Agreed: Structural Changes by DD/MH, Routine by RM.	Complete	AHJ/RM/DD
Chase Kathy Render to take on a Parish Council email address	Mid Feb	CU
Organise Training session from Eyelid for Clerk on specific items. Clerk to list items. DD/MH to attend Eyelid too busy currently.	End April	RM/DD/MH
Send Neighbourhood Plan email update and request to subscribe to the Newsletter for further updates going forward to NP email list.	End Feb	AHJ/MH
Resend Loom training to Group. Wait for review of videos. OBS is better solution.	Close	MH/RM
Review and Update Advisory Group Terms of Reference for discussion at next meeting.	Complete	AHJ
Review and Update actions from Community Action Plan for discussion at next meeting.	On going	AHJ
Add new councillor to web site, just edit page.	End Feb	RM
Add future BPC meetings to web site as Events.	End Feb	RM
Create draft leaflet to advertise NP Referendum. Other items e.g. flooding can be added to this.	Mid March	AHJ

Investigate creating a video for Newsletter/Annual Report.	Mid March	AHJ
Put Roundabout Entry onto web site as soon as produced (day after BPC Meeting) and use as basis for newsletter.	March onwards	AHJ
Explore use of Glass Blade as possible regular consultant for web site.	Mid March	CU
Better Manage specific relationships e.g., GP/Anglia Water/Utilities etc.	Mid March	AHJ/CU
Find out who owns land Scout Hut is on.	Mid March	CU
Consider possible strategy for Scout Hut rebuild, Surgery and Cemetery expansion	MH/ Planning Groups	End March
Need to agree date and content for Annual Parish Meeting	End Feb	AHJ/CU/SA
Record all queries received by Clerk for a month to evaluate how well we are responding and do we need to do more on self-reporting.	End March	RM

Actions from the Community Action Plan

Action	Owner	Status
Actively welcome newcomers to our village and help them integrate.		
Publish and distribute a welcome pack.		
Ensure that existing communication media are expanded to include new developments.		
Proactively respond to resident concerns at both individual and collective level	RM	On going
Review current communications and seek to make it more reader-friendly; utilise social media, where there is the capacity to do so appropriately		
The BPC website will be promoted widely and updated to maintain appropriate and timely information for residents		
As the village expands, the budget for the increased circulation of the Roundabout will be found from the BPC's share of Council Tax		
Seek to better meet expectations of our residents by ensuring they are informed about the scope of Parish Council duties and powers.		
A survey mechanism will be developed to gauge resident satisfaction with local amenities and to share results with appropriate organisations e.g. HDC and CCC		
Consider establishing Parish Council "surgeries" as opportunities for contact between Councillors and residents		
BPC will identify those residents who are 'harder to reach' and act as far as they can to help appropriate communication gets to them, directly or through other means		

Actively promote NP, CAP and CIL amongst residents		
Encourage residents to self-report issues wherever possible. Make information available on the web site		
Increase sign up to web site including utilising NP respondees		
Carry out a detailed consultation with the young people of the village to establish their priorities and preferences		
Once priorities are established support the development of further facilities for young people, promoting co-creation in which they can be involved		
Consult with Scouts on their requirements		Started
liaise with GP surgery to support a wider well-being agenda for this part of our community		
Consider the development of a youth parish council promoted through Duke of Edinburgh scheme & Hinchingsbrook school.		