

Buckden Parish Council
Communication Advisory Group
Actions 4th July 2022

Attendees

- Anne Howell-Jones (Chair)
- Caroline Underwood
- Dave Duncan
- Caroline Baker
- Dawn Packham
- Ramune Mimiene (apologies)

Actions

Action	Due Date	Owner
Anne Howell-Jones was reappointed as Chair. Terms of Reference - any comments to AHJ asap	ASAP	ALL
VHT want a wall mounted screen in the Millard Suite. Quotes to install are very expensive. Caroline will discuss with Sam Chapman a resident who has offered to help.	Next meeting	CU
Sync.com. appears to work. Agreed to proceed and purchase a copy.	Next Meeting	DD/RM
Facebook Difficult to take down the old 'Georgina' site. Report again. Develop attractive template to use instead of web site link. Develop advert for new councillors. Need to share our posts to other groups.	Next Meeting	CB/RM DP/JT/RM
Cyber Security Policy Develop very simple policy.	Next Meeting	CU
Plan to conduct one focus group a quarter. Next is Ageing in August. Consider Biodiversity and Climate Change for subsequent meeting.	Next meeting.	CU/AHJ
Add review of relationships to Annual events.		RM
Need to better understand who owns land in Buckden. Set up Account with Land Registry to explore what is available.	July	CU/DP
Web Site needs to be updated more regularly. Dawn will undertake an initial review.	July	DP

At each Council meeting agree explicitly what needs to be posted to the website and/or facebook in the Communications section.	September	AHJ/CU
Operating Plan has been delegated to advisory groups. Those relevant to Comms AG have been added below.		
Action	Owner	Status
Actively welcome newcomers to our village and help them integrate. Publish and distribute a welcome pack.	RM	Initial tranche complete. On going

Proactively respond to residents' concerns at both individual and collective level	Coms AG	Frequently asked question schedule produced for Facebook. On Going
Additional communication media, including digital, will be adopted by BPC to promote and facilitate effective communication to all age groups.	Coms AG	On Going
Better meet expectations of our residents by ensuring they are informed about the scope of Parish Council duties and powers. • Regular updates on work of Council • At least one focus group meeting per annum (subsequently suggested quarterly) • Annual Parish Meetings • Actively promote NP, CAP and CIL amongst residents	Coms AG	On Going Quarterly Roundabout updates
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	Coms AG	On going
Encourage residents to self-report issues wherever possible. Ensure up to date list of contacts on website	Coms AG	Actively promoted on Facebook, roundabout and web site. On going