

Communications Advisory Group

November Update to BPC

Meeting held 1st November. Hannah Harris joined the AG.

Key points for Councillors:

Office 365 - Hannah and Dave Duncan will review the roll out of Office 365 to councillors and make recommendations to next meeting.

Leaver Process - In future when a councillor leaves the council, their e mails will be diverted to the Clerk for one month and with then be closed. We will still have access to all e mails should we need to respond to a FOI request.

Facebook – We are not making best use of facebook. Hannah and Caroline Baker (Glassblade) will review our Facebook presence and make recommendations. These will include how it can link to the website.

Document Naming Protocols – It is important that when naming a document, particularly when it will be uploaded to the web site, the title makes sense from the perspective of a resident. Ideally the title should include only the date and a simple descriptive title. Please note that once uploaded names cannot be changed later.

Newsletter – Please encourage sign up to our newsletter by including the following in your E Mail signature [PLEASE SUBSCRIBE TO THE PARISH COUNCIL NEWS LETTER via the Parish Council web site https://buckdenpc.org.uk/](https://buckdenpc.org.uk/)

Freemen of Buckden – This scheme has been ‘put on hold’ for the moment due to some reservations about the value and lack of capacity to properly progress.

Video Conferencing – We are proposing to proceed with the purchase of video conferencing facility to enable remote working.

Welcome Pack – The clerk has been issuing these. Accompanying letter below.

Welcome to Buckden

On behalf of the Parish Council, we would like to take this opportunity to offer you a very warm welcome to Buckden. We hope that the information contained in this pack will help you to settle more comfortably into your new home and the village.

The Parish Council is a very active organisation working with residents to maintain and, where possible, to improve the village. Please look out for the Parish Council monthly information update in the Roundabout (the monthly village magazine). Please also look for news about the village on our website <https://buckdenpc.org.uk/> and sign up for our monthly newsletter. On the website are the details of our Committees and Advisory Groups. If you are interested in joining any of the groups do let our Clerk know.

Buckden is a thriving community with many excellent facilities of which we are very proud. There is a Village Hall, fully refurbished in 2000 and known as the Millennium Hall. This is managed by the Buckden Village Hall Trust. It hosts numerous and varied events and clubs and has a number of rooms available for hire with reduced rates for residents. In addition,

there is an extensive recreation ground managed by BVHT with playground equipment provided and managed by Buckden Parish Council. There are also a large number of active organisations in the village, details of which you will find in the Roundabout magazine and on their website. <https://www.buckdenroundabout.info/>

Neighbours usually become your first contacts and source of information but please feel free to contact any member of the Parish Council for assistance via our Clerk.

A contact form is available on the website.

As residents, we trust you will soon feel, and become, part of this community. We have tried to gather as much useful information as possible in this pack and would welcome any suggestions you may have for its improvement. Please contact our Parish Clerk if you have any ideas or thoughts on this. clerk@buckdenpc.org.uk

We wish you many happy years in Buckden and hope you will join us in maintaining our vibrant and friendly community.

Yours sincerely

Ramune Mimiene

Clerk to Buckden & Diddington Parish Council