



**HALESWORTH TOWN COUNCIL**  
**Communications Committee Meeting**  
**Wednesday 13th February 2019 9.30am**

Council Chambers  
Waveney Local Office  
London Road  
Halesworth

Present: Councillors; D Wollweber (Chair) K Greenberg, K Prime and J Reece.

In attendance; P Welby (assistant Clerk)

## Minutes

1. **Apologies** – Cllr Dutton
2. **Declarations of interest:** Cllr Prime for items 8 and 14.
3. **Minutes of previous meeting** – The minutes of the meeting on the 17th December 2018 were agreed and accepted as a true record.
4. **Matters arising from the Minutes** – Cllr Greenberg asked whether street name suggestions for the new development off Hill Farm Road had been submitted. The Assistant Clerk was certain they had but would check.
5. **Media Training** – Cllr Prime suggested that Cllrs may benefit from training in how to conduct an interview either on television or the radio. The Assistant Clerk had found a company that runs courses that would come to Halesworth to deliver the training. Cllr Prime also knows of a local trainer that may be able to offer a similar package, she will contact. Cllr Wollweber asked that this be kept on the agenda especially for after the election when there may be new Cllrs.
6. **Mansion House** – The Clerk's office had pieced together the road closure details and posted them on the Council's Facebook page. Cllr Wollweber has a meeting with a Highways Engineer and will show her the Mansion House set up to see if she has any opinions which can then be fed back to the Emergency Planning meeting.
7. **Town Council Elections** – Cllr Wollweber suggested that this needed to be advertised as widely as possible to encourage people to stand for Town Councillor in May. There will be adverts in the HCN, on Facebook, the Noticeboard and the Library screen. Cllr Wollweber asked that a discussion as to whether a hustings is needed on the Town Council monthly meeting in March,
8. **Free first hour parking** – The Council are still waiting for WDC to accept the offer put forward. The Assistant Clerk asked about what the honours board in the Thoroughfare car park would be used for if the Council were not asking for donations this year. The Committee will decide when the Council knows the exact future of the free one hour parking.
9. **Town Noticeboards** – The assistant Clerk had received three quotes so far with none of them being quite what the Council are looking for to replace the Thoroughfare noticeboard. Cllr Prime asked whether the map was still needed on the back of the large panel. If this was the case, then a single large noticeboard would be enough to contain the Council notices and the community notices. Clerk to get quotes for a closer match and single panels. This will be put on the main Council meeting in March.

10. **Harrisons Lane** – Cllr Dutton asked for this agenda item was absent so it will be discussed next meeting.
11. **Flag for Town Park** – The design had been approved and was at the printers. It should be delivered within a week.
12. **HCN Policy** – The Clerk’s office was still drafting a policy for the press releases. There was also a policy to consider for paying respect to Town Councillors who have passed away. This will be discussed at the main Town Council meeting in March.
13. **Open Spaces and Play areas** – The Committee discussed the questionnaire and drafted the questions that needed to be included. The Assistant Clerk agreed to put together a draft questionnaire and circulate to the Committee.
14. **CCTV** – The statement regarding the CCTV proposal had been distributed to business owners in the town. The Assistant Clerk agreed to put the proposal on the Council’s Facebook page.
15. **Website/Mailing list/Facebook** – Cllr Wollweber will draft a piece informing residents about the Unappropriated Estates charity and how to access the money. The Assistant Clerk asked if she could put the film trailer on Facebook as it featured the Thoroughfare. The Committee agreed.
16. **Questions for District Cllrs** – There were no questions this month.
17. **Correspondence** – The Clerk’s office had received an email from EDF asking if the Council would like a meeting with them regarding the Sizewell C development. Assistant Clerk to discuss dates.