



**HALESWORTH TOWN COUNCIL**  
**Communications Committee Meeting**  
**Friday 18<sup>th</sup> October 2019, 9.15am**

Council Chambers  
Waveney Local Office  
London Road  
Halesworth

Present: Councillors; A Dunning (Chair), J Reece (Vice Chair), D Wollweber, K Prime, and M Took.

In attendance; P Welby (assistant Clerk)

**Minutes**

1. **Apologies** – Cllr Chadwick – no apologies received.
2. **Declarations of interest:** None received.
3. **Minutes of previous meeting** – the minutes from the meeting held on the 21<sup>st</sup> June 2019 were agreed as a true record.
4. **Matters arising from the Minutes.**  
Welcome to new Cllrs – It was discussed as to what format this would take. **Each Cllr will think of 5 questions and bring to the next meeting.**  
Sign for the skate park – the sign for the lights in the skate park has not yet been produced. It was necessary to wait for when the clocks change to see if the sensor allows for the change. When this is ascertained the correct wording can then be put on the sign.  
Town Diary – No further contact from the Tourism Group.  
Cllr email addresses – **Clerk to contact Mustard regarding this and website accessibility following new government legislation.**
5. **Town Council Information Leaflet** – The leaflet was discussed and amendments suggested. **Clerk to retype leaflet and send to Committee who should respond by Monday morning in order for the HCN deadline to be met.**  
**Leaflet to be referred to in regular column.**
6. **BBC Radio Suffolk visit** – **Cllr Dunning to arrange meeting with BBC Radio Suffolk contact to discuss requirements of visit.**
7. **Creation of banners** – It had been agreed to create banners to cover the scaffold round Mansion House. **It was agreed to ask the business owners what they would like to see on the banners, especially those opposite. Cllr Prime to put request in the latest town centre group newsletter.**
8. **Antiques Fair** – The Council had received an email from a trader who was unhappy with the organisation recent Antiques Fair. It was suggested that communication between the organiser and traders should be encouraged. **Clerk to check road closure process.**
9. **Response to CCG letter** – **Cllrs Dunning and Wollweber to meet with the representatives from the doctor's surgery.**
10. **Website/Mailing list/Facebook/Twitter** – **Clerk to upload 4 year plan to website once leaflet has been distributed**
11. **Correspondence** – Social Media questions about S106 money – Cllrs had noted S106 question on Facebook. The Clerk confirmed that the majority of S106 money received by the Council had either been spent or earmarked for future projects.