



**HALESWORTH TOWN COUNCIL**  
**Communications Committee Meeting**  
**Friday 25<sup>th</sup> May 2018 9.30am**

Council Chambers  
Waveney Local Office  
London Road  
Halesworth

Present: Councillors; D Wollweber (Chair) K Greenberg, A Fleming and K Prime.

In attendance; P Welby (assistant Clerk)

**AGENDA**

1. **The Election of a Chair and Vice Chair** – Cllr Fleming proposed that Cllr Wollweber stay as Chair on the Committee, this was seconded by Cllr Greenberg. All in favour. Cllr Wollweber proposed that Cllr Fleming remain as Vice Chair, this was seconded by Cllr Greenberg. All in favour.
2. **Apologies** – Received from Cllr Dutton and Took.
3. **Declarations of interest:** None were declared.
4. **Minutes of previous meeting** – The minutes of the meeting held on the 19<sup>th</sup> March 2018 were accepted as a true record.
5. **Matters arising from the Minutes** – Cllr Greenberg asked if the email to the Men's Shed had been sent. The Assistant Clerk confirmed this. Cllrs Fleming, Dutton and Lewis went to the Twinning weekend in Bouchain. There were various events over the weekend including laying a British Legion wreath at the War Memorial at Arras.
6. **100<sup>th</sup> Anniversary of the end of WW1** – Cllr Fleming reported that the British Legion are involved in a memorial event to mark the end of WW1. They would very much like the support of the Town Council. Cllr Wollweber said that the museum had an exhibition showing the people behind the names on the War Memorial in the town. He will discuss keeping it on display until November and perhaps organise a talk on this. The Assistant Clerk raised the possibility of the Town Council purchasing a flag to go on the Town Park flag pole if HIB are not continuing with the Green Flag award. This was agreed and the Assistant Clerk will investigate.
7. **Town Noticeboards/signposts** – The directional signs at the Station are up. A sign directing people to the defibrillator would be £12 from EPS. It was decided that on the front on the archway in the Thoroughfare would be the preferred spot. As the Thoroughfare is a conservation area the Assistant Clerk has written to the WDC Planning to ask if formal planning permission is needed. The Assistant Clerk will also contact the landlord of the building to seek permission.
8. **Feedback from last Town Forum** – It was agreed that the Forum meeting needed more than the statutory advertising. Cllr Wollweber suggested that this item was kept on the agenda.
9. **Website/Mailing list** – Once the Council have taken the decision on the Teen Shelter, this will go out as an email to those on the mailing list.

10. **Facebook Responses** – The Facebook page is up and running. Cllrs Prime and Wollweber are also admins on the site.
11. **Councillor's Emails on Website** – A discussion was had as to whether Cllrs should be able to have a private email address on the website in order to be able to be contacted outside of office hours. It was decided to ask at full Council whether Cllrs wanted to opt in to having an alternative email address available on the Council website. Cllr Wollweber will bring this up in his Communications report at the full Council meeting.
12. **Clerk's Emergency Phone** – The phone is to be used if an urgent response is needed. The Cllrs now have each other's phone numbers to also be used in emergencies.
13. **Town Council's Community News article** – The Committee looked at May's Community News article. Cllr Prime asked that if the article represented the Council then it should be agreed by the Council. It was suggested that the next article is circulated to the Council for comments. Cllr Wollweber will bring this up in his Communications report at the full Council meeting.
14. **Advertising for volunteer nominees on local organisations** – The Council would like to ask members of the public to submit reports from local organisations that they are members of. The Assistant Clerk will check which groups the Council already has nominees on.
15. **Music in the Park Event** – Cllr Fleming is meeting with Miles Berry from The Cut to discuss ideas for a music event in the park as there is no Big Gig this year. This will be a small scale event focusing on local talent.
16. **Questions for District Cllrs** – Cllr Wollweber asked that Cllr Goldson be asked for an update on the reorganisation of the District Council and whether he had any feedback on from the Local Plan. Cllr Wollweber also requested that Cllr Smith was sent an agenda and invited to the next full Council meeting.
17. **Correspondence** - The Town Council have received a request from the Safer Neighbourhood team about setting up a Town and Parish Police Connect group. This would send out relevant information to Councils. It was decided to accept this request.

**Meeting closed 10.55am**