



HALESWORTH TOWN COUNCIL
Communications Committee Meeting
Monday 19th March 2018 10.30am

Council Chambers
Waveney Local Office
London Road
Halesworth

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

In attendance; P Welby (assistant Clerk) K Prime.

Minutes

1. **Apologies** – Cllr Leverett.
2. **Declarations of interest:** Cllr Dutton number 7, Cllr Wollweber 6.
3. **Minutes of previous meeting** – The minutes of the meeting held on the 19th February 2018 were accepted as a true record.
4. **Matters arising from the Minutes** – Cllr Dutton asked whether congratulations have been sent to the Men's Shed for their High Sherriff's Award. The Assistant Clerk said she would check with the Clerk but thought an email had been sent.
5. **Questions for District Cllrs** – To decide questions.
6. **Closure of Lowestoft Records Office** – The Council had received an update from SORO (Save Our Records Office). The Committee asked that this be circulated and that a copy of the letter that the Council had written be forwarded to them.
7. **Twinning Events** – Cllr Dutton asked if the Council could support the Twinning Society. The Committee agreed that publicity was the best form of support and agreed to keep Twinning Events on the agenda and to keep the website up to date. Cllr Fleming and Cllr Lewis are attending the Bouchain weekend.
8. **Town Noticeboards/signposts** – The Clerk showed the Committee the proposed directional signs to be installed at the station to show passengers alighting on the Ipswich bound platform which direction the Town Centre is. One to be mounted on the wall and one to be mounted on the crossing gate. The signs will cost £30 + VAT from EPS. This was proposed by Cllr Wollweber and seconded by Cllr Greenberg. All in favour.
9. **Annual Parish Meeting** – It was proposed by Cllr Wollweber that the Communications Committee recommend that the Annual Parish Meeting is combined with the Forum meeting to allow anyone with an interest in Halesworth to take part. This was seconded by Cllr Dutton. All agreed. This will now be taken to the next Full Council meeting.
10. **Website/Mailing list** – It was suggested that the Annual Parish Meeting be advertised and that when a Teen Shelter update had been agreed, that this would also be added.
11. **Social Media Protocol** – Cllr Wollweber proposed that the Committee recommend to accept the Social Media Protocol written by SALC. This was seconded by Cllr Dutton. All in favour. It will apply to all Councillors and the Council's own website and Facebook page.

12. **Social Media** – There are now 39 people in the Town Council’s Information Facebook group. It is now necessary to ensure this is kept up to date. Cllr Prime has offered to help the Assistant Clerk to optimise the group.

13. **Correspondence** - The Council had received a letter from WDC stating that their preferred spot for the Lloyds mobile bank was in the Thoroughfare car park by the bridge. This will take up around five car park spaces. It was suggested that this was not the best site as the car park needs those five spaces especially on a Wednesday and Friday. It was decided to write to WDC and suggest that it be moved to the left side of the ramp where the bin lorries park so that it is still accessible but not taking up any car parking spaces. The Council had also received a letter from the CCG about the possible closure of PSH and the moving of services to the Rayner Green Centre which would then stop its current role. The final decision will be made on Thursday. The Council will decide on how to reply to the letter.
Cllr Dutton asked whether an acknowledgement to a letter regarding the Teen Shelter had been sent. The Assistant Clerk will check.

The meeting closed at 11.59am.