

Hampton in Arden Parish Council
Communications Committee Meeting
8 September 2025 at 1pm

In attendance

Chair Cllr C Sellars
 Cllr T Beresford
 Cllr P Green
 Cllr R Waring

Clerk: Julie Barnes

No.	Notes	ACTION
1	Newsletter (including the review of distribution routes/number required) It was agreed the next Newsletter should be issued at the beginning of November to ensure inclusion of Remembrance Sunday information, with articles to be submitted no later than 10 October 2025. Distribution arrangements were discussed, including checking postal routes against the electoral roll and updating the list to include Ashtree Grove. Print numbers will need to increase, and more volunteers for the rounds will be sought via the Newsletter. Both the chair and clerk will review the distribution list in detail, and the chair will also investigate the option of using a delivery company for distribution purposes.	CS CLERK
2.	Website Review Committee members undertook an overview of the website with an agreement that a watching brief will be maintained. Once a year the clerk will carry out an audit of listed organisations and a report will be provided at the AGM.	Clerk
3	Any other business The clerk enquired where the Committee had reached in terms of progress on the Village Signage that had now been handed over to the Maintenance Committee. The Chair confirmed that she would send over the communication that had taken place with PH Design.	CS

	Cllr Green enquired who would draft up Minutes for the Committee Meetings. The clerk confirmed that she would be responsible for the preparation and distribution of the Minutes.	
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Mrs Julie Barnes
Clerk & Financial Officer
Hampton in Arden Parish Council