



## **Minutes of Oldbury on Severn Communications Working Group Meeting held on Monday 5th March 2018 at Allan Taylor's.**

**Those present:** Keith Sullivan, Peter Farrell, Robin Pitman, Allan Taylor (Sec).

### **1. Apologies**

None: all present

### **2. Approve minutes and review actions from meeting held on 9th October 2017**

**2.2** The minutes were approved. The following actions were outstanding:-

#### **2.3 Pavilion Notice Board.**

**Action:** *Allan Taylor to update Pavilion notice board*

#### **2.6 Welcome Pack**

Update almost completed

**Action:** *Allan Taylor to complete update*

### **3. Update of on-line booking system/events calendar**

It was agreed to extend the calendar to another User. As the organisation of the Playing Fields is still somewhat fluid it was decided to approach the Cricket Club first.

**Action:** *Allan Taylor to discuss with Gerald Porter (Cricket Club Chairman)*

### **4.0 Review of Community Website (CW) Indexing & Contents**

All the changes agreed at the last meeting have now been incorporated with the exception of item 4. This action is no longer necessary as the Neighbourhood Development Plan (NDP) now has its own section on the website. The section on the Parish Plan can remain under information but the link to the new NDP section needs to be created in the penultimate paragraph.

**Action:** *Peter Farrell provide link from Parish Plan to NDP site*

### **5.0. Changes required to Parish Council Section.**

The Parish Council Clerk had issued a note on the 6th February 2018 pointing out that due to recent changes in best practice the Council is now required to publish agendas and meeting minutes from all its meetings including those of committees and subcommittees.

As there are now five subcommittees in addition to the full council it was suggested that the best way to comply with this requirement would be for each committee to have its own page on the website under the Parish Council heading.

Each page would have a space to outline the objectives of the committee, list the committee members and storage for agendas and minutes of meetings.

The Neighbourhood Development Plan Committee (NDP) now have their own main heading which includes a section for minutes & agendas so they already comply.

***Action: Peter Farrell to create a section under Parish Council for the remaining 4 sub committees (Playing Fields, New Nuclear Build, Flooding & Planning and Communications)***

## **6. Website Current Issues Section**

Current issues is now up to date and all links are active.

The wheelie bin topic will be left active until June as some items are still current although most of the bins have been replaced.

The item on "Healthwatch" requires amendment as the survey on GP's has now closed but the website is still active.

***Action: Allan Taylor to advise Peter Farrell of amendment details***

## **7. Business Links**

Peter Farrell confirmed that the "Create a Listing" option under "Business Links" was now operational and some minor bugs found have been fixed.

Busy Bees and Lime Tree Plastering will be advised that they can now create their own listings.

***Action: Allan Taylor to contact businesses to advise them of the Create a Listing process***

## **8. AOB**

### **8.1 Thornbury Sailing club Charity Cycle ride**

Poster now added to "What's new in the Parish"

## **9. Date of next meeting**

**Monday 30th April at 4:30pm at Allan Taylor's.**