

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of a meeting of the **COMMUNICATIONS and EVENTS** Committee held on **Monday 20th July 2015 at 6.30pm** in Office 1, Beethoven Centre, Third Avenue, London W10 3JL

PRESENT: Cllrs Ryan Dalton, Susanna Rustin (Chairman) and Angela Singhate

Also in attendance: Mike Simpson- Director

APOLOGIES FOR ABSENCE

Eartha Pond

DISCLOSURE OF INTERESTS

To deal with any disclosure by Members of any dis-closable pecuniary interests and interest other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

Cllr Ryan Dalton declared that he was managing the stage for the summer festival

PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.

None

MINUTES

Minutes of the Communications and Events Committee meeting – 3rd June 2015

C&E

RESOLVED that the minutes of the Communications and Events Committee meeting held on 3rd June 2015 be taken as read, confirmed as a correct record and signed by the chairman.

SUMMER FESTIVAL

Update on plans for summer festival including budget

The Director informed the Committee that most of the stalls had been confirmed for the festival and the stall fee was £10. He explained that all licences had been granted and all relevant services had been booked. The Director explained that the Ward Budget would provide £5,000, not the initial request of £5,500, meaning the Community Council would put in an extra £500 to make their contribution £7,000. The Westminster CCG was sponsoring £1,500.

To discuss the Community Council's stall at the festival

It was suggested that the Council purchase t-shirts for both Councillors and volunteers, which could be used for future events as well. The Neighbourhood Plan stall would form part of the QPCC stall and will be run by Publica, but without any Publica branding. It was decided that the Council should pay for two banners for their stall, one for the gazebo and one for the table. The Committee also decided that they would like to hand out items from the stall to residents, such as pens and business cards, as well as a photo booth for

people to take pictures. The Council would ask residents for their contact details and if they would like to hear from the Council through their e-newsletter. All materials for the QPCC stall would be taken from the Committee's budget, not the festival budget.

C&E **RESOLVED** that the Committee spends approximately £800 on banners and materials for the QPCC festival stall

WEBSITE

Discuss how the Council's website should be updated

The Director informed the Committee that the website developer had been updating the site for the Council and that he would be having a training day soon. He suggested that Councillors could also add content to the site, primarily if the Director is away. It was agreed that if too many people update the site then inappropriate content has more chance of being posted and that one person should have responsibility.

QUEEN'S PARK VOICE

Discuss dates and delivery of future editions

It was decided that the current process will continue with Angie Durrance coordinating the delivery but also collaborating with Paola Pagliarin and her volunteers. However, further discussions over the long term delivery plan will continue after the festival.

WINTER SOCIAL

To discuss a winter social event for Councillors and volunteers

The Chair suggested that the Committee pays for a winter social event for Councillors and volunteers. The Committee agreed to the idea and will decide on more details and the budget at a later stage.

FIREWORKS

To consider the formation of a working group for the fireworks event

C&E **RESOLVED** that a working group is formed to consider the firework event this year consisting of Ryan Dalton and Susanna Rustin.

E-NEWSLETTER

To discuss content of future e-newsletters

There was discussion whether the Council's e-newsletter should include wider Queen's Park news rather than just Community Council news. Cllr Rustin stated that it is difficult to include wider information as the newsletter comes from 12 cllrs who may not agree with all the content. It was agreed that the newsletter should remain as it is for the time being.

SOCIAL MEDIA/COMMUNICATIONS

To consider who should monitor social media and the Council's email account when the Director is away

It was agreed that the Chairman and Vice Chairman of the Communications Committee as well as the Director should be responsible for updating social media. It was decided that if the Director is away he should set up an auto-acknowledgement response for his email account.

