



COPYTHORNE PARISH COUNCIL

A meeting of the Media and Publicity Advisory Committee was held via Zoom Video Conference on Friday February 3rd 2023 starting at 10am.

Present:- Councillors Steve Herra (Chair); Jackie Rhodes; Sylvia Wiggins
Meeting Clerk: David Rigby

Cllr. Graham Chillcott was present as an observer

A G E N D A (with DRAFT notes of discussion)

1. **Apologies for absence**
None
2. **Declarations of Interest**
None
3. **Review of notes of previous meeting (October 17th 2022)**
All present were happy that the notes of the previous meeting on October 17th 2022 accurately reflected the discussions.
4. **Report to consider purchase of final two replacement noticeboards**
DR presented a report (copy attached).
RESOLVED: That the recommendation to purchase the final two noticeboards be presented to Council for approval. Proposed by SH, seconded by JR, all in favour.
ACTION – Clerk to prepare report for approval at February 14th 2023 Council meeting.
5. **Update on Copythorne Parish Council Facebook page**
DR reported that the Facebook page now had nearly 300 followers. Recent posts regarding the Pollards Moor Road rising main sewer burst were attracting over 1500 views. Both DR and JR are able to post articles although it is usually that both DR & JR share relevant articles posted on other Facebook pages/groups and DR also posts information on behalf of the Parish Council including Council meeting agenda; newsletters; election information, etc.
6. **Discussion of any other matters relating to the Aims and Responsibilities of the Media & Publicity Advisory Committee.**
DR advised that he will be liaising with Cllr. Graham Chillcott regarding press release for installation of the Platinum Jubilee Clock.
JR advised that she has now found the “Footpaths booklet” mentioned at the last meeting and will provide DR with a copy to begin work on a revision/update for website etc.
7. **Agree date for next meeting.**
Friday April 28th 2023, 10am

Meeting closed at 10.18am

MEDIA & PUBLICITY ADVISORY COMMITTEE MEETING – FEBRUARY 3RD 2023

ITEM 3 – REVIEW OF DRAFT NOTES OF PREVIOUS MEETING ON OCTOBER 17TH 2022

A meeting of the Media and Publicity Advisory Committee was held via Zoom Video Conference on Monday October 17th 2022 starting at 10am.

Attendees: Councillors Steve Herra (Chair); Jackie Rhodes; Sylvia Wiggins
Meeting Clerk: David Rigby

A G E N D A (with DRAFT notes of discussion)

1. Apologies for absence

None

2. Declarations of Interest

None

3. Review of notes of previous meeting (July 21st 2022)

All present were happy that the notes of the previous meeting accurately reflected the discussions

4. Update on noticeboard renewal/replacement programme.

DR Confirmed that the noticeboard at Bartley PO was replaced on August 9th. This leaves the boards at Cadnam and Ower to be replaced. The likely cost is circa £2.8k ex VAT. £1.0k has already been allocated in this year's budget. DR will discuss possible grant options with our County & District Councillors to assist with the remaining funding required. In due course a report will be prepared.

5. Discussion of any other matters relating to the Aims and Responsibilities of the Media & Publicity Advisory Committee.

DR advised that the press release to local newspapers sent in the summer had not been picked up. He will liaise with Cllr. Chillcott to publicise the Platinum Jubilee Clock.

JR raised the subject of publicising the parish footpaths to try and encourage greater use. A booklet was produced many years ago and this could be refreshed and made available in other mediums (website, QR codes, etc.) to raise the profile.

6. Agree date for next meeting.

Friday February 3rd 2023, 10am

Meeting closed at 10.16am

MEDIA & PUBLICITY ADVISORY COMMITTEE MEETING – FEBRUARY 3RD 2023

ITEM NO: 4 – Report to consider purchase of final two replacement noticeboards.

Background

At the March 9th 2021 Council meeting a policy was approved for the management of and specifications for the Parish Noticeboards (Minute Ref: 50/21).

Under the same agenda item approval was given for the purchase from Greenbarnes Ltd of two recycled plastic noticeboards at a cost of £2,659.83 ex VAT to replace the existing noticeboards in Newbridge Village and the layby in Winsor Road (at the junction with Pound Lane). These two noticeboards were installed in June 2021 and July 2021 respectively.

At the November 9th 2021 Council meeting approval was given for the purchase from Greenbarnes Ltd of a further three recycled plastic noticeboards at a cost of £4,055.95 ex VAT to replace the existing noticeboards located near Bartley Post Office, the Scout Hut and the Parish Hall. A total budget of £4,200 was agreed to include associated installation costs (Minute 198/21). These noticeboards were installed in the summer of 2022.

Current Position

With five of the seven noticeboards successfully replaced we now need to move onto the final phase of renewal/replacement which involves the noticeboards located in Cadnam (near the former Post Office) and Ower (opposite the Vine public house).

Expected Cost

Greenbarnes Ltd have provided a quote (after the previously agreed discount of 3%) of £2,771.94 ex VAT (£1,386 each). Associated installation costs are expected to bring the total cost to £2,900 ex VAT.

Source of Funding

Allocated in 2022/23 budget for noticeboards	£1,000
Earmarked reserves from 2021/22 budget for noticeboards	£ 155
Allocated in 2023/24 budget for noticeboards	£1,000
Portion of unallocated NFDC/HCC Cllr grants in reserves	£ 745 (leaving £1,545)
TOTAL	£2,900

Recommendation

That this Advisory Committee submits a report to Council recommending the spending of an expected circa £2,900 ex VAT on replacing the “Cadnam” and “Ower” noticeboards.

David Rigby, Clerk
January 27th 2023