

<b>Report of Democracy Group Meeting Monday 16<sup>th</sup> April 2018, 4:00 pm</b>
---

**PRESENT**

Cllr Russ Greig (Chair), Cllr Gerry Price, Cllr Tracy Gilmore, Cllr Angie Scott, Cllr Chris Cuthbert

**1. Apologies for Absence**      Cllr Jennifer McGee

**2. Prudhoe Civic and Community Forum – Thursday 18<sup>th</sup> April 2018**

Cllr Chris Cuthbert advised that she had not received the Newsletter or Forum leaflet, Cllr Angie Scott advised that a couple of residents had expressed that they had not received copies either.

Sarah Eden advised that she would include both items on the Town Council website, share on social media and email Schools and Community Groups. This would include a statement asking if anyone who had not received our correspondence should contact the office. It was acknowledged that often mail delivered in this way is put directly in the bin by householders, before they are sure of what it is. **It was AGREED** that Accent Deliveries would be informed in case there has been an issue.

Cllrs asked if there was anyone from NCC attending in respect of the Strategic Housing Land Availability Assessment (SHLAA); Sarah Eden advised that County Councillor Gordon Stewart has suggested Paul Johnston as a contact (following Mark Ketley no longer working for County Council) and that he had been contacted.

Cllr Russ Greig reported a poor response so far to the Prudhoe East Survey so sharing on social media and via schools would hopefully boost numbers.

Sarah Eden advised that Alastair Bond (Prudhoe Poppets Toddler Group) had contacted the office to advise that he was unable to attend the forum meeting but that he was very interested in being part of The East moving forward.

**It was AGREED** contact details would be collected at the Civic and Community Forum of anyone interested in contributing to the working group, and a further smaller open meeting be arranged for those keen to be involved in the working group moving forward.

**It was AGREED to reconvene a meeting of the East Centre Group.**

**3. Prudhoe Town Council Newsletter**

Cllrs were pleased with the first newsletter. Cllr Russ Greig reported positive feedback from Joan Russell and Cllr Angie Scott advised that Happy Faces had received a great response following their inclusion.

**The following items were AGREED** for the next Newsletter, due to go out in June:

- Cllr positions following the Annual General Meeting
- Highfield Fest publicity
- Prudhoe In Bloom Competition
- Feature on Prudhoe Community Allotment

Cllrs were asked to forward any further ideas to Cllr Russ Greig.

**The format of the newsletter was discussed and it was AGREED** that there were no major changes required.

**Report of Democracy Group Meeting  
Monday 16<sup>th</sup> April 2018, 4:00 pm**

#### **4. Communications and Community Engagement Strategy**

Cllr Russ Greig reported that following a review of a number of 'Communication Policies' he believed the policy adopted by Shrewsbury Town Council was most concise, easy to follow and appropriate to Prudhoe Town Council.

**It was AGREED** that Cllr Russ Greig would use the Shrewsbury Town Council policy as a template and present a policy for recommended adoption at the next meeting.

Sarah Eden provided the NALC Communications Toolkit and in particular drew attention to a short easy to follow guide that included the suggestion for a council A – Z of services. **It was AGREED** that an A - Z would be a good idea to communicate everything the Town Council does and that it could be incorporated into the Annual Report.

Cllrs discussed the Town Council website and although acknowledged that it had been fit for purpose previously, **it was agreed that a new website was needed.**

**It was also AGREED that the Town Council would benefit some rebranding and a new logo would be a good start**, one that was more vibrant and represented the Town Council moving forward.

**It was AGREED** to propose that the Town Council tender for someone to develop a new website and logo; that they would be required to pitch to members what they would suggest following a review of the current website and Council's governance obligations.

**It was AGREED** to recommend that the Town Council commences the process of registering a .gov.uk domain name and that Town Councillors are allocated specific email addresses as part of this. It was agreed that this would present a more professional image and that it would satisfy those Cllrs who were concerned not to use their own personal emails for Town Council business.

#### **5. Annual Town Meeting - Thursday 17<sup>th</sup> May 2018**

Sarah Eden explained that she was under pressure that week with the Forum and the Ordinary Meeting agenda due out on Thursday and the Annual Report having to be written and printed ready to go out on 30<sup>th</sup> April. The invite to the Annual Town Meeting is included in the Annual Report so there is no leeway.

Cllr Gerry Price reported that the Annual General Meeting would be held on 9<sup>th</sup> May, combined with the Planning, Contract and Works Committee; this would ensure the Chair and other Council positions are agreed in advance of the Annual Town Meeting.

Cllr Gerry Price indicated that he wished the Annual Town Meeting to follow a format that would include a short review of the year, followed by attendees being invited to bring forward suggestions for their vision and aspirations for the town with particular emphasis on the future. Prudhoe Community Partnership will also launch their Town Survey, the link for which will be included in the Town Council's Annual Report.

#### **6. Prudhoe Neighbourhood Management Meeting**

It was initially **AGREED** to schedule a meeting for Thursday 3<sup>rd</sup> May, however Cllr Chris Cuthbert advised that there was a meeting of the Town and Parish Council Liaison Committee and therefore officers may not be available. **It was therefore AGREED to schedule the next meeting for Friday 4<sup>th</sup> May 2018, at 10:00 am.**