

BILLINGHAM TOWN COUNCIL
Minutes of the Communications Sub Committee Meeting
held on Tuesday 1st March 2022 at 11.30 am
In Meeting Room C, Billingham Library

Present: Councillor Colin Pollard
 Clare Gamble
 Gina McCall
 Jim Scollen
 Ann McCoy (arrived at 11.38am)

Official: Miss Dee Smith, Town Clerk & RFO

Apologies: None

296/21 CHAIRMAN'S ANNOUNCEMENT

A minute's silence was held for the loss of lives in Ukraine.

The Town Clerk advised members that she has received a quotation for a new website that is within the allocated budget. The work on the new website will begin in April 2022, will be fully accessible and will take approximately six weeks to complete.

297/21 DECLARATIONS OF INTEREST

There were no declarations of interest on this occasion.

298/21 PUBLIC PARTICIPATION TIME

There were no public present or any questions on this occasion.

299/21 PREVIOUS MEETING MINUTES

Members were asked to approve the draft minutes of the meeting held on 2nd November 2021.

RESOLVED

Signed..........

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Chairman to Billingham Town Council

Date

That the minutes of the above meeting, a copy which has previously been circulated to each member, be approved, and signed as a correct record by the Chairman

300/21

NEWSLETTER UPDATE

- (i) The Town Clerk advised members that the spring newsletter is now with the printer and delivery should be in approximately 2 weeks' time. A discussion took place regarding the Terms of Reference for this committee and the submission of articles.
- (ii) Members considered articles for the next edition of the newsletter which included an article submitted by Councillor Pollard titled 'Billingham Town Council The Early Years'. A discussion took place in regards to two points in the article: Billingham Community Newspaper and Billingham Legacy Fund. Different views were given about how these were set up and funded. Concerns were raised about including these in the next edition of the newsletter.

A further discussion took place about including an article on what the Town Council has done since it was formed. It was suggested, to make the article more visually attractive, to include different coloured balloons in the design.

RESOLVED

- a. Information duly noted
- b. All members agreed that the newsletter comes from the Town Council as a whole, i.e. it is a Town Council newsletter and all articles submitted are circulated to this sub-committee for scrutiny and editing.
- c. The following articles to be included in the next edition of the newsletter:
 - What has your Town Council done for you?
 - February Half Term activities
 - Easter activities
 - Summer activities
 - HM the Queen's Platinum Jubilee
 - Billingham Show
 - Billingham Legacy Foundation & Supporters Group
 - Stockton Borough Council responsibilities

301/21

COMMUNICATIONS STRATEGY

Members considered and discussed ideas for a draft Communications Strategy.

Signed.....*CR Pollard*.....

Chairman to Billingham Town Council

Date

RESOLVED

The Town Clerk to draft a strategy and bring to the next meeting.

The meeting concluded at 12.38 pm with Councillors Pollard, Gamble, McCall, McCoy and Scollen present.

Signed.....*C. Pollard*.....

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Chairman to Billingham Town Council

Date