

Millbrook Parish Council
Christmas and Events Working Group

MEETING NOTES

Date: Tuesday 15th August 2023

Time: 6:40pm

Location: Balcony room, Millbrook Village Hall

Purpose of the meeting: To discuss and make recommendations / arrangements for the publication of a Parish Council newsletter.

Councillors present: Councillors: Cllr Nicky Roberts (NW), Cllr Sharon Lewis (SL), Cllr Fran Reilly (FR), Cllr Don Wood (HW)

In attendance: Karenza Heald, Parish Clerk (KH)

	Discussion / tasks	Action
1	<p>To agree format of the group (i.e.formalise as a working group, terms of reference etc or other) It was agreed the group would be a sub-group of the Events Working Group and the same Terms of Reference would be used.</p>	KH to draft T.O.Rs
2	<p>Appointment of Chair It was proposed by Cllr Wood and seconded by Cllr Renshaw that Cllr Reilly is elected as Chair of the group. It was proposed by Cllr Reilly and seconded by Cllr Roberts that Cllr Renshaw is Vice Chair of the group.</p>	KH / JB update website.
3	<p>Feedback from previous newsletter</p> <ul style="list-style-type: none"> • Lots of positive comments received. • People liked the photographs and the content. • No complaints received. 	
4	<p>Local business advertising - costing format Agreed rather than approach businesses individually advertisements would be placed on noticeboards and social media asking businesses to contact the Council Office should they wish to place an advertisement in the newsletter. 8 advertisements per size – Cllr Reilly to check. Cost = £25.00 per .advert. (65mm x 45mm approx.) Businesses to supply a business card. Additional cost if they businesses require a bespoke design – ask Print Options how much they charge.</p>	KH / JB FR
6	<p>Allocation of tasks</p> <ul style="list-style-type: none"> • Create shared Googledrive folder. • Photographs to be uploaded onto Googledrive. • Obtain quotations from Print Options 	
7	<p>Distribution of newsletter To be printed by middle of November Copy deadline 1st November 2023 Use Googlemaps for the addresses / distribution of the newsletters.</p>	
	<p>Date of next : 26th September at 5:30pm (Followed by Christmas and Events meeting)</p>	