

## HARTING PARISH COUNCIL

### Minutes of the meeting of the **Aims and Objectives Working Group** held at **7.00 pm** at **Jasmine Cottage, South Harting on Monday 14<sup>th</sup> October 2019**

**Present:** Stephanie Ayres (Chairman), Sunny Dawson, John Miller, Trish Walker and Sally Bull (co-opted).

**1. Apologies for Absence:** None.

**2. Declarations of Interest:** None

### **3. Areas of discussion and actions arising**

Item	Discussion	Action
Leaflet	<ul style="list-style-type: none"><li>• The design put forward by Petaprint was agreed and the £190 cost for 1000</li><li>• It is hoped they will be ready for the full council meeting on 17<sup>th</sup> October</li><li>• Delivery routes were agreed:<ul style="list-style-type: none"><li>○ John Miller<ul style="list-style-type: none"><li>▪ Collins Lane</li><li>▪ Durford Mill Lane</li><li>▪ Hurst</li><li>▪ Putmans Lane</li><li>▪ West Harting</li></ul></li><li>○ Sally Bull<ul style="list-style-type: none"><li>▪ Culvers</li><li>▪ New Lane</li><li>▪ Pease Croft</li><li>▪ The Hop Garden</li><li>▪ Tipper Lane</li><li>▪ Warren Side</li></ul></li><li>○ Stephanie Gaterell<ul style="list-style-type: none"><li>▪ North Lane</li><li>▪ The Square</li><li>▪ The Street</li></ul></li><li>○ Sunny Dawson<ul style="list-style-type: none"><li>▪ East Harting</li></ul></li><li>○ Trish Walker<ul style="list-style-type: none"><li>▪ South Acre</li><li>▪ South Harting</li></ul></li></ul></li></ul>	<ul style="list-style-type: none"><li>• SG to collect leaflets</li><li>• TW to provide maps to deliverers</li></ul>
Website	<ul style="list-style-type: none"><li>• Website needs to be fully accessible by law</li><li>• Content improvements are required but not a complete redesign</li><li>• Would be helpful to be able to attach mailchimp for mass communications</li></ul>	<ul style="list-style-type: none"><li>• JM to consult local website designer about voluntary support</li><li>• SB to give thought to new content</li></ul>

	<ul style="list-style-type: none"> <li>Website is a valuable asset for communications in a crisis as well as general communication and information provision</li> </ul>	
Budget	<ul style="list-style-type: none"> <li>It was felt that we should make provision for 2 further leaflet runs in case of changes to the Council structure or a need to communicate on a particular issue.</li> <li>The upgrade of the website is going to become mandatory so we need to plan for that now</li> </ul>	<ul style="list-style-type: none"> <li>Put £500 into the budget for leaflets</li> <li>Put £2,000 into the budget for the website</li> </ul>
Crisis plan	<ul style="list-style-type: none"> <li>A number of scenarios past and future were discussed and it was agreed that the crisis plan should encompass varied potential issues</li> <li>Management of messaging and communications in a crisis is essential – eg the rumours that spread fast via the village Facebook page during the travellers issue</li> <li>It was agreed that a draft should be put to the November full council meeting.</li> </ul>	<ul style="list-style-type: none"> <li>SG to draft the plan and circulate to the group as soon as possible for inclusion as a draft proposal for the full council on 21<sup>st</sup> October</li> <li>TW to send to SG the existing Parish plans</li> </ul>

**4. Items for next meeting:** Agree crisis plan content

**5. Date of next meeting:** To be arranged at Full Council on 17<sup>th</sup> October

The meeting closed at 8.00pm