

## Communication Working Group notes Monday 11<sup>th</sup> February 2013

**Present:** Alan Aburrow, David Mayer, Sheila Preece, Alan Preece, Gay Huggins, Farhan Ahmed, Andrew McGrath

**Apologies:** Simon Tomlinson, Jackie Longworth

The meeting was informed that there is currently £1,000 in the Communications budget for 2012/13. If it is unspent by the end of March 2013 it will not be carried forward in to the new financial year. There then followed a discussion on what the money should be spent on:

- A pull-up banner that promotes the NP. Farhan to discuss with the Communications Team re design, cost and purchase. **Action:** Farhan
- Ads for Bristol9 magazine. **Action:** Andrew to discuss with Andy at Bristol9
- Andrew also to ask if we can have an editorial regarding the NP rep elections in the April edition. **Action:** Andrew

The meeting discussed the possibility of purchasing a display booth but decided a banner would be better value.

Farhan is to bring reams of paper to the next NP meeting. **Action:** Farhan

It was agreed that the meeting that was discussed some time ago regarding updating the website and showing the web managers how to perform web tasks, should be organised. **Action:** Andrew to contact Knowle West Media Centre to organise a session in north Bristol

Farhan described to the group how he would like to send communications to the NP contacts via an e-newsletter format rather than the current email format. By using the Mail Chimp free online programme this is a more attractive and effective way of communicating with people. The group agreed to trial this. Farhan will send a tester to the group members for comment. **Action:** Farhan to send a version by end of February

No one is sure if the NP folder in Stoke Bishop Church Hall is being updated. Farhan will update this folder every quarter from now on. **Action:** Farhan

Alan described how the W-o-T reps would like on-going actions to be displayed on action sheets. Andrew and Farhan agreed to this. This led to a discussion on officers' responsibilities regarding resolving actions. Andrew explained that one of the difficulties for Area Coordinators is that they often have the responsibility without the necessary authority to resolve issues. It was **agreed** that responsibility for resolution/response to all issues raised, ultimately lie with Andrew. It was also **agreed** that communications with Andrew on issues raised will also be copied to Farhan, who is likely to be the person who works with colleagues to resolve them.

A discussion on wider communication issues was held, specifically regarding how the consultation on the 20 MPH roll-out had so far been conducted and what this means for the HSBWOT NP which is scheduled to be the third phase of the city-wide consultation. The reps were clear that they want to have a discussion with officer before the consultation takes place in order to ensure their concerns are addressed prior to, rather than following the consultation. **Action:** Andrew to arrange for a senior officer in Highways attends the NP to explain the process. **Afternote:** Highways officers attending NP meeting on 4<sup>th</sup> March 2013

The meeting finished with Farhan explaining that some progress is being made regarding working with young people in the NP area. A meeting is being organised with a senior Youth Officer to progress ideas for engaging young people in the area. Simon will be invited to this meeting and asked to contribute ideas and strategy but subsequent work should be undertaken by officers.