

EXTRAORDINARY MEETING OF SYRESHAM PARISH COUNCIL

to be held on **Monday 24th July 2023**,
at 7.30pm in the Village Hall Meeting Room, Main Road, Syresham, NN13 5HE

Present: Cllr Dot Dunkley (DD) (Chair), Cllr Ian Draper (ID) (Vice-Chair), Cllr David Green (DG), Cllr Christina Munsey (CM), Cllr Helen MacIver (HM) , Cllr David Cranwell (DC) and Emma Lavers (EL) (Clerk and RFO to the Council)

3 members of the public present

DRAFT MINUTES

1. To receive and accept any **APOLOGIES** for absence.

Apologies were received from Cllr Jenny Haycock.

2. To receive **DECLARATIONS OF INTEREST** under the Council's Code of Conduct related to business on the agenda. **(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business.)**

Declarations received as follows: DD, CM & ID – Syresham Times.

3. **PUBLIC PARTICIPATION SESSION.** An opportunity for the public to address the Parish Council on issues on the agenda or to raise issues for future consideration at the discretion of the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representation through the Chairman of the meeting. Once the public participation session has ended, members of the public may not take part in the meeting.

A member of the public shared that it would be beneficial to have live streaming and the Parish Council should find a way to communicate with people of all ages.

4. Review **CURRENT METHODS OF COMMUNICATION** between the Parish Council and the public along with **ALTERNATIVE COMMUNICATIONS OPTIONS**. Discuss their effectiveness in delivering various types of communications.

It was noted that current methods of communication are: The Council Facebook page, The Council Website, the Noticeboard and Syresham Times.

DC suggested that the council should have an email register of residents who give permission.

HM advised that she had engaged with younger people in the parish who are willing to talk to the council about ways of communicating with them. It was suggested that the council holds local surgeries with two councillors in attendance at a time.

5. Consider **WHAT IS COMMUNICATED AND HOW OFTEN**.

This item was not discussed and would be considered in the strategy/policy.

6. Discuss current **WEBSITE** and review alternative providers.

The Clerk shared an example of the updated 2commune platform which can be upgraded for a fee. The example was Daventry Town Council's website. Councillors agreed that the website was much better in appearance and functionality. It was **resolved** to find out how much the upgrade would cost and to request a sample view for Syresham PC.

7. Review **CURRENT METHODS OF PUBLIC ENGAGEMENT** and **ALTERNATIVE ENGAGEMENT OPTIONS** and discuss which options should be adopted and how often.

HM suggested that the council should look to employ a Communication Officer and ID agreed that he had previously suggested an Assistant Clerk for this purpose. HM advised that she would be happy to be the Communication Officer and for this to be discussed at a later date.

It was noted that Helmdon PC use a form for residents to fill in. It was **resolved** to contact Helmdon PC to get a copy, and this can then be accessed from the website and in hard copies in the village.

DC suggested that an action plan would be beneficial. It was agreed to wait for the minutes and then timelines could be put against the plan.

8. To discuss and agree to set up dedicated **EMAIL ADDRESSES** for Councillors.

It was noted that the Councillors should have dedicated email addresses that are managed centrally. It was **resolved** to set up Syresham email addresses with 2commune. **Proposed: ID, Seconded: HM.** All agree.

9. Devise Parish Council **STRATEGY AND POLICY** for Communications and Public Engagement.

It was noted that the council needs to review the strategies and policies of other councils. It was **resolved** that the Communications Committee will come up with a strategy and policy outline and bring it back to the full council. There was a suggestion to invite young people to join the committees to provide insight.

The meeting closed at 20:05.



Mrs Emma Lavers
Syresham Parish Clerk

email: parishclerk@syresham.com

Please note, this is a public meeting and you may be filmed, recorded and published. Copies of all council papers are available to download at www.syreshamvillage.com