**St Margaret’s Anglican Church**

**Communications Committee Minutes**

**8/4/2019**

**Present:** Sandra Brown-Holt(Chair), Diana Warrell, Mary Lynton-Moll, Sally Petty (Minutes) Jenny Round

**Apologies:** Kathleen Toal,

Minutes of meeting 16/2/2019 approved.

**Communications Committee/Parish Council:**

The Committee felt that it was vital to receive feedback from Parish Council on communications issues. As editor of PM SP receives a list of issues discussed and required for entry in PM but Communication Committee agreed that this committee needed a fuller and stand alone document to be circulated by their meeting on 2nd Tuesday of the month via Sandra as Chair.

Discussion as to how the Committee can keep ahead of events. Seems impossible unless the organizer of the event generates an Event Planning Form and takes responsibility for the event and the publicity and hall booking.

NB that all Event Planning Forms need to be retained in the Parish Office.

**Parish Communications:**

Are there still parishioners who do not understand the email and sms contact.

Suggest another article be put into PM. ***Action: SP May issue***

Work still needed to be done on timelines between deciding on an event, Event Planning Sheet, approval of PC, bookings, publicity.

**Up Coming Events:**

No information received for Labyrinth Day.

* Dorothy Lee Seminar. Approved leaflet with alterations.

**Parish Calandar:**

Is it possible to generate say 2 months in advance in hard copy and put on notice boards. ***Action: Jen***

**Hall Issues:**

* Concern that hall hirers are asking to make multiple visits to the hall. Suggest they visit on a Sunday when open.

Children’s area: Concern that swing needs better fixture.

Hall users can use children’s area if they book hall but they need to be aware that parental supervision is needed. ***Action: Mary to add to hall hire forms. Notice to be fixed to gate.***

* Rate for children’s parties to be increased to $250.
* Boite: Agreed that they can add real estate boards as long as do not clash with parish functions.

**TV in Foyer:**

Where is it?

**Website:**

Work has been completed but pics of Clem and Ruan to be taken down and archived to G Sandy.

* Updated pics of children’s area ***Action: Diana***
* Dabblers ***Action: Diana to update***
* Intro: ***Action: Keren***
* Children’s ***Action: Annette***

Need feedback any other changes.

**Notice Boards:**

* Encourage Property Committee to investigate electronic board.
* Real Estate Boards for Christmas, Easter, Blessing of Animals and special events.

**Ongoing Projects:**

* Partnership Groups **KDT**
* Pew Sheet and Parish Matters. All to review and have suggestions by next meeting.

**Future meeting dates:**

**14 May, 11 June, 9 July, 13 August, 10 September, 8 October, 12 November, 10 December.**