

Treverbyn Parish Council

Communications Committee Meeting Tuesday 10th February 2026, 5:45pm Parish Offices, Rockhill Business Park, Higher Bugle

Present: Cllr P Highland (Chairman), Cllr B Hollis (Vice-Chairman), Cllr Mrs. A Double, Cllr G Tregidga, Cllr Mrs. J Killacky and Cllr Mrs. M Thomas.

Also in attendance: The Clerk, Mr D Hawken

Min CCM01/26 – Election of a Committee Chairman

It was proposed by Cllr Mrs. A Double, Seconded by Cllr G Tregidga that ***Cllr P Highland*** be elected Chairman. All in Favour.

Min CCM02/26 – Election of a Committee Vice-Chairman

Election of Vice-Chairman: It was proposed by Cllr Mrs. A Double, Seconded by Cllr Mrs. J Killacky that ***Cllr B Hollis*** be elected Vice-Chairman. All in Favour.

Min CCM03/26 – Apologies

There were no apologies received.

Min CCM04/26 - Declaration of Interests:

None recorded.

Min CCM05/26 - Public Participation:

No members of the public were present.

Min CCM06/26 – Purpose and Objectives of the Communications Committee

Councillors discussed how they would like the Communications Committee to work

- Cllr Mrs. A Double – Could the Parish Council hold Coffee and Cake Events/Charity Days
- Cllr G Tregidga – It is felt that the Parish Council’s voice, and indeed work, needs to be communicated more strongly to the Community/Parish.

Could this be achieved by means of a presence at Fayres and Events? Stall at events? Parish Banner?

- Cllr Mrs. M Thomas – Raising profile of Council with the Public is of paramount importance.
- Cllr B Hollis – Parish Newsletter?
- Cllr P Highland – Far more engagement with the Parish is a necessity

Everyone agreed the Council needs to be transparent and share what the Parish Council can and can't do with regard to responsibilities.

Min CCM07/26– Audit of Current Communications

Currently the Parish Council communicates through the Website, Facebook and the noticeboards throughout the Parish.

Newsletter – Action: Clerk to look into details of an email received, offering a service for newsletter publication

Cllr B Hollis would be happy to help with boosting the Facebook page audience. Admin Rights were discussed. It would be advantageous to increase the number following the page, as currently, the number is just over 400.

Cllr Mrs. A Double believes there can be more news items the website so public are aware what is being actioned within the Parish.

Min CCM08/26 – Target Audiences

Residents

Community Groups

Businesses

Greater collaboration with Wheal Martyn?

Rescorla Centre is going strong

Positive updates on Penwithick Community Hall / Social Club

Youth Focus – e.g. Bugle Youth Club, Drummers Scout Group

Councillors Surgeries?

Collaboration with Bugle Library of Things?

Min CCM09/26 – Communications Channels and Standards

It was proposed, that a communications template be created for each channel/method of communication. Could a Parish Council Business Card be created? Is there any scope in having Parish Council leaflets, promoting what the Parish Council does for residents of the Parish?

Min CCM10/26 Draft Communications Strategy (Outline)

It was **RESOLVED** to defer this agenda item until the next meeting.
Proposed: Cllr Mrs. A Double, Seconded: Cllr B Hollis. All in Favour.

Min CCM11/26 – Role of the Clerk, Administrator and Councillors in Communications

It was **RESOLVED** to defer this agenda item until the next meeting.
Proposed: Cllr Mrs. A Double, Seconded: Cllr B Hollis. All in Favour.

Min CCM12/26 – Social Media Management

It was agreed to defer this agenda item until the next meeting

Min CCM13/26 – Training and Support

It was agreed to defer this agenda item until the next meeting. Furthermore, the Clerk stated he would circulate to members, any forthcoming Communications related training courses that have been published.

Min CCM14/26 – Meeting Schedule

It was unanimously agreed that the Communication Committee to meet once a quarter, in line with other Parish Council committees.

Min CCM15/26 – Items for Future Agendas

The Chairman requested that future agenda items be sent to the Clerk in advance of the next meeting. Cllr Mrs. M Thomas stated that she would undertake audit of what events are held in the Parish. Either regular or annual events.

Min CCM16/26 – Any other Business

There were no items tabled for discussion.

Min CCM17/26 – Confidential Items

There were no items tabled for discussion

Min CCM18/26 – Date of Next Meeting

It was decided that the date of the next meeting should be diarised for May 2026 – to be duly determined by the Clerk in due course.

There being no further business to transact, the Chairman closed the meeting at 6.40pm.

..... (Chairman) (Date)