

Treverbryn Parish Council

Communications Committee Meeting Tuesday 19th May 2026, 6:00pm Parish Offices, Rockhill Business Park, Higher Bugle

Present: Cllr P Highland, Cllr B Hollis, Cllr Mrs. A Double and Cllr A Rose.

Also in attendance: The Clerk, Mr D Hawken

Min CCM19/26 – Election of a Committee Chairman for the 2026/27 Municipal Year

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

Min CCM20/26 – Election of a Committee Vice-Chairman for the 2026/27 Municipal Year

It was proposed by Cllr Mrs. A Double, Seconded by Cllr A Rose that ***Cllr B Hollis*** be elected Vice-Chairman. All in Favour.

Min CCM21/26 – Apologies

There was an apology received from Cllr O Kimber. No apologies received from Cllr G Tregidga or Cllr Mrs. M Thomas.

It was **RESOLVED** to accept the apology and the reason provided whilst noting the non-apologies.

Proposed: Cllr Mrs. A Double, Seconded: Cllr A Rose. All in Favour.

Min CCM22/26 - Declaration of Interests:

None recorded.

Min CCM23/26 - Public Participation:

No members of the public were present.

Min CCM24/26 – Minutes of the Communications Meeting held on the 10th February 2026

The minutes of the said meeting had been published and circulated to all Committee Members in advance of the meeting. They were duly accepted as a true and accurate record.

Proposed: Cllr Mrs. A Double, Seconded by Cllr B Hollis. All in favour.

Minute CCM25/26 – Committee Priorities 2026/27

The Committee discussed priorities for 2026/27. It was noted, the positive progress of Jo Rusbridge's Bugle Library of Things initiatives within the Parish. Equally, it was agreed to support promotion, by sharing related posts and strengthening links with partner organisations. It was also noted that the recently held Annual Parish Meeting had been a very positive event, with acknowledgement of the strong attendance and engagement from local community groups following the Council's invitation. The Committee agreed that maintaining a community focus would remain a priority. It was further agreed to purchase litter-picking equipment to support community initiatives. Cllr A Double will speak with St Austell Print regarding the potential collaboration on the production of a newsletter. To support parish events, the Committee approved the production of A5 flyers and two pop-up banners via VistaPrint.

Min CCM26/26 – Parish Newsletter and Community Leaflets

It was agreed to proceed with the introduction of a parish-wide newsletter as a means of improving communication and engagement with residents across the parish. Suggested format: A3 folded, Front/Back, 6 inner pages. Members discussed considerations relating to content, design and printing arrangements. It was agreed that the Office would take this forward and bring back proposals and recommendations for further consideration at the next Committee meeting. In addition, the Committee discussed the production of community leaflets to complement the newsletter and support the promotion of parish initiatives, events and local services.

Min CCM27/26 – Parish Events Communications

It was **RESOLVED** to defer this item of business as Cllr Mrs. M Thomas was not present at the meeting.

Proposed: Cllr B Hollis, Seconded Cllr Mrs. A Double. All in Favour.

Min CCM28/26 Draft Communications Strategy

The Committee considered the development of a formal Communications Strategy for the Parish Council, including its purpose and objectives, scope and priorities, proposed timescale and arrangements for drafting and consultation. Members recognised the importance of establishing a clear and consistent framework for Council communications to improve engagement with residents, stakeholders, and community organisations. It was agreed that the Clerk would commence work on drafting the Communications Strategy, with an initial framework and proposals to be presented to the Committee for review and further consultation in due course. **Action: Clerk**

Min CCM29/26 – Role and Responsibilities in Council Communications

The Committee considered the roles and responsibilities in relation to Council communications, including the operational role of the Clerk and Administrator, the involvement of Councillors and Committee Members in communications activity, and the approval processes for public statements, media responses and official communications. It was agreed that these matters would be incorporated by the Clerk into the development of the Council's new Communications Strategy, with clearer guidance and procedures to be brought forward for future consideration. **Action: Clerk**

Min CCM30/26 – Social Media Management

It was agreed that all social media content would continue to be managed and published by the Office staff. It was further noted that members of this Committee, along with all Councillors, may submit items and suggestions for publication, ensuring that relevant Council activities, events, and community information can be shared through the Council's official channels in a coordinated and consistent manner.

Min CCM31/26 – Training and Support

The Clerk to circulate any Communications training from CALC and Breakthrough to all members of this committee. **Action: Clerk**

Min CCM32/26 – Accessibility and Inclusion in Communications

The Committee considered the importance of ensuring that all Council communications are accessible, inclusive, and easily understood by all members of the community. Discussion took place around the need to use clear and plain language, provide information in formats suitable for a wide range of audiences, and ensure that digital and printed communications are designed with accessibility in mind. It was agreed that these principles should be embedded within the Council's developing Communications Strategy to support greater engagement and inclusivity across the parish.

Min CCM33/26 – Website and Digital Communications

The Committee reviewed current arrangements for website and digital communications and discussed opportunities to strengthen the Council's online presence. Members considered the potential for integrating an RSS feed with the Council's Facebook page to enable automatic updates to the website, and it was agreed that the Office would contact Western Web to explore this further.

The Committee also noted that the Council already has an Instagram account, but agreed that its use should be expanded to improve engagement and reach across the parish. In addition, Members discussed the importance of consistent branding across digital communications, agreeing that posts should incorporate a green border in line with the Council's logo and visual identity, similar to the branding approach used by St Austell Town Council. The use of an official Council letterhead for formal correspondence was also reaffirmed as part of maintaining a professional and recognisable identity.

Min CCM34/26 – Items for Future Agendas

It was agreed that Members wishing to raise items for consideration at future Committee meetings should submit them to the Office in advance, in order to allow sufficient time for inclusion on the agenda and the preparation of any supporting information where required.

The Committee discussed the potential introduction of a Community Charter, to be developed as a form of community pledge, with the aim of setting out shared values, expectations and commitments between the Parish Council and residents. Members recognised that such a Charter could strengthen community engagement, encourage civic pride and promote a greater sense of partnership across the parish. It was agreed that further discussion and

consideration would be required to explore the scope, content, and practical implementation of the proposal.

In addition, the Committee considered the introduction of Councillor “Meet and Greet” sessions as a means of improving accessibility and strengthening relationships between elected members and the community. It was suggested that these informal sessions could be held both at the Parish Offices and at various locations around the parish, providing residents with opportunities to raise issues, ask questions and engage directly with Councillors in a more approachable setting.

Min CCM35/26 – Information Items/Matters Raised

Members discussed the possibility of introducing a Parish Council “Good Citizen Awards” scheme as a way of recognising and celebrating individuals within the parish who have made an outstanding contribution to the local community. The proposal included the presentation of a certificate or commemorative scroll to recipients. The Committee welcomed the suggestion and agreed that the concept should be explored further, with consideration to be given to criteria, nomination processes, and the format of the awards.

Min CCM36/26 – Exclusion of the Press and Public

No items raised.

Min CCM37/26 – Date of Next Meeting

It was decided that the date of the next meeting should be diarised for Tuesday 15th September at 6.00pm.

There being no further business to transact, the Chairman closed the meeting at 7.10pm.

..... (Chairman) (Date)