	Minutes	**Action**
Present: John S, Peter C, Susie H, Rachel L, Sarah B, Richard D, Diane S, Claire G		
Copy: Adele L, Clive M, Debra P, Libby S, Peter H, Sara G		
1) a coordinated approach to ensure everyone is well informed	'Co-ordinated' means that Website, Facebook, WhatsApp, Five Alive, Notice Boards etc should all be referenced to each other.	
	POST MEETING NOTE: the Comms Group need a representative who can use Facebook to help with the above. Any volunteers?	All
	John S said that each of those groups need to be proactive e.g. he is not trawling FB to see what needs to go on the website.	
2) create village website	Website update: Parish Council want separate emails for councillors, which ideally would be .Gov.uk.	
	Group agreed that a single domain name would be ideal. To get .gov.uk email addresses, we can approach only ratified providers. These providers ensure that websites are compliant. 'Compliant' is two-fold: a) to be government compliant for the parish documents and b) to be accessibility compliant. Parish clerk sent round John S briefing note (attached here again).	
	POST MEETING NOTE: a .Gov.uk domain name MUST HAVE 'PARISH COUNCIL' or similar in its title. (some older websites don't but rules have been tightened). The Group didn't want this so we are back to having .org. but it still means we can have a compliant version if we approach one of the Approved Registrars.	John S to revisit possible providers with this in mind.
	the Group agreed that a partly-managed service would be best - this gives us more input and keeps costs down.	John S to revisit possible providers with this in mind.
	John S said that HugoFox look to fit the bill.	John S to find out what CMS they use.
	Hugo Fox have a free trial offering.	John S
	Obtain approval from the Parish Council for funding of the website and email.	John S
	Are .Gov.uk domains cheaper? Not necessarily. Shop around is the advice. Get what you want, not the cheapest. There is a £100 subsidy if we apply before the funding runs out.	
	Does Gov.uk restrict our content? **Post meeting answer**: They will not allow 'large' company banner style advertising but local businesses can advertise.	
3) make better use of social media	Group agreed that WhatsApp groups could be set up for more immediate needs e.g. dog walking, collecting prescriptions, drain clearance. More volunteers for such groups are needed. March 6th Village Meeting is the opportunity to recruit.	all
4) Help using computers and smartphones. (Digital help. Those who have tech but need help using	Sarah B said there is funding available for people who might be able to help.	Sarah B, please forward to John S.
	The Group agreed that we need to find who and how many want the help and what exactly would be useful for them.	Peter C to investigate

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5) welcome packs for new residents	Rachel L suggested to the Group that the Welcome 'Pack' may be surplus to requirement. The new website is going to be dynamic and any printed material like the Welcome Pack will also have to be updated regularly, when really it should signpost new residents to the digital information.	
	It is still very welcoming to have something pushed through your letterbox, so she is revising it to a 'Welcome Card', which will contain headline information and crucially signpost them to the Village website and Social Media pages. It will have nice visuals of the village and key information about our physical hubs, like the church, village hall and pub.	Rachel L
	How do we know who has moved into the village?	All
	Welcome Card into notice boards	Rachel L
6) village information hub: for information, guidance and support (those who don't have tech, don't want it but need help finding out about village resources, buses, doctors etc)	Thanks to Richard D who told us about Bridging the digital divide and the Digital Café in Frome for those that struggle to understand their devices or have any questions about their technology. Also Frome are running an IT amnesty where people donate their IT to be handed on to others. We can, as a minimum, signpost to the Frome groups, or set up our own hub. See also Item 4.	
7) accessible to children, non-readers, digitally (Accessibility/Inclusivity)	As detailed above, the new website will be accessible for those with vision, colour, hearing or cognitive challenges. Thanks to Sarah B for forwarding a set of links to Accessibility information.	
8) create directory of Buckland Dinham service providers	Provide John S with the geographic boundary of the village - or list of post codes.	Sarah B
Notice Boards	The Group agreed that these should also be considered as part of the Comms umbrella. The welcome card, the website address can be permanent fixtures in the notice boards for those who pass by.	
	Parish Council are discussing refurbishment	
Next meeting – what's expected of us on 6th March?	A good opportunity to advertise the Website, Facebook groups, WhatsApp groups, Five Alive, Notice Boards etc.	
	A good opportunity to 'recruit' volunteers for the digital help, village hub, the various WhatsApp groups, providing content etc.	
Parish Plan	Sarah B and Susie H announced that their parish plan involvement is complete. A very well done to them and the rest of the team. John S is the co-ordinator of the Comms Group so please channel ideas and comments through him	all
	Sarah B handed the Group 'Information of village community Groups'	Sarah B, please forward digi copy to John S.
	John S to update the Action Plan spreadsheet with the Comms Group items.	John S
Diary dates	Future Comms Meetings : February, May, August, November.	
	Village Meeting 6th March 2025.	apologies from Rachel L
Attachments	Briefing note re website options	
Next Comms Group Meeting	**Wednesday 12th February 7pm village hall.**	
	Agenda to be aimed at how to prepare for the village meeting	