

Item	Minutes - 15th October 2025	Action
	Present: John S, Peter C, Richard D, Libby S, Susie H, Sarah B, Sara G	
	Apologies: Rachel.	
	Minutes will be on the website	
<b>1) a coordinated approach to ensure everyone is well informed</b>	'Co-ordinated' means that Website, Facebook, WhatsApp, Five Alive and Notice Boards etc should all be referenced to each other.	All
	John S said he is doing his best to share across FB and WA and the wagon wheel.	John S
	Please all spread the word to SHARE between the groups.	All
	Group said that modern searching will find the website even if not obvious, so it needs to be there	Note
<b>2) Create village website</b>	Website updates:	Note
	added a weekly Coming Up in the home page	
	added the walks	
	Coming Up - make it narrower for Smart Phone users	John S
	Add ALL activities to Coming Up (not paid-for items though, e.g. yoga)	John S
	Group requested stats of pages visited ( <b>ATTACHED</b> )	John S
	Last meeting: Statistics: New users last 30 days = 55. 254 altogether 6800 events	
	This meeting: Statistics: New users last 30 days = 49. 418 altogether 12000 events	
	Hugo Fox still come up on searching. See stats below - reducing number	Complete
	Landing Page 'boxes' don't adjust on mobile. John S has changed this	Complete
	'Coming Up' is a mix of past and present. Make two sub menus? I've put the 'completed' under the relevant group e.g. Strawberry Fayre is under BAG.	Complete
	'Alerts' aren't too painful. Can there be a web-link to go there directly? <b>HERE</b> <a href="https://bucklandinham.org/community/email-alerts.asp?listing_cusid=20761">https://bucklandinham.org/community/email-alerts.asp?listing_cusid=20761</a>	Complete
	New header photo? John S changing it according to the season	Complete
Libby is going to tidy up the wagon wheel comms logo. Libby has made new one for advertising e.g. in the pub. Please send a copy through.	Libby S	
<b>3) Make better use of social media</b>		
WhatsApp	Thanks to Libby for setting up WhatsApp groups including: Comms, Chat, TT&T, Early flood warning, Announcements. The groups are very popular and widely used. Libby monitoring for the unwanted. New joiners will be asked to identify themselves and given a month to do so.	Libby S
	It was noted that there other village groups which aren't under the Village umbrella. Could be encouraged - to tidy things up.	All
	update the list of WA groups to the website WA Page	John S
	Add Libby's email address to the WhatsApp web page	Complete
Facebook	John S to keep the wagon wheel effect going	John S

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Five Alive	Peter C said that the finances were back on track and viable for 12 months. More advertisers have joined and are now added monthly, rather than annually, so a more regular churn.	Note
	£680 has been raised, versus a monthly cost of £520. With advertising revenue, this makes the magazine viable for another year.	Complete
	Peter to add a line 'if you'd prefer not to receive a hard copy, please email..' Decided against	Complete
	Peter to add a line 'if you'd like to donate, please email..'	Peter C
	It was asked if there could be a 'Kindle' type version. John S said it is possible and will give it a go	John S
	Peter C said an Admin helper would be useful. Peter to write a role spec. Libby to provide a list of those who offered help during the crowd funding.	Peter C / Libby
	The magazine is currently shown digitally in the BD, Great Elm and Whatley websites, but neither of the Mells sites. Peter C to ask if Mells can join	Peter C
Notice Boards	Libby has provided the new banner. Susie to fit it. Well done	Complete
	No staples or drawing pins please! Use the pins provided.	Note
	I wrote to Dog Walker and offered to make him laminated adverts – no response	
	Group decided under 18s should not be advertised on the website.	Note
<b>5) Welcome packs</b> for new residents	Rachel agreed to add QR code to the next print but there is no need to discard those we have. Rachel and Libby to talk	Libby, Rachel
<b>4) Help using computers</b> and smartphones.	John S will put out a note on the Village Chat	John S
<b>6) Village information hub:</b> for information, guidance and support (non-tech)	Let's add the words to 5Alive - alternate months in the BD section. John S to provide words	John S
<b>7) accessible</b> to children, non-readers, digitally (Accessibility/Inclusivity)	John S to check compliance e.g. colour combinations every 6 months	John S
<b>8) Create directory</b> of Buckland Dinham service providers	Group agreed we can advertise in the Events section and link to a website. John S to try to expand the Business Directory with more graphic adverts. Each business need to provide relevant copy to John S	Note John S
Parish Plan	John S to update the Action Plan spreadsheet with the Comms Group items. Chat re collaboration needed. Sarah B to re-initiate. Meeting 3rd November	John S/Sarah B
	Sarah B arranging co-ordinators' meeting. To discuss how things have been going - e.g. what's worked well, been challenging, been surprising - what support you'd like from your groups. ideas on feeding back to the community.	Sarah B
	Housing Needs Survey complete - 30% return! Report soon	Sarah B

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<b>Resilience and contingency planning</b>	How are our systems and logins backed up and how shall we ensure continuity in case the 'owner' is unable to run their item? Please work out who would take over and what information they would need. This includes WhatsApp, Facebook, Website, 5Alive, Village Hall bookings, Sum up, email systems, other?	All
	Facebook - Manages itself - people can join with permission of Admins, of which there are many, so it's not all in one camp	
	WhatsApp - Manages itself - people can join with permission of Admins, of which there are many, so it's not all in one camp. There is only one Owner but it matters not	
	Lemon and Sum up. There are three with access	
	Website - 'owned' and backed up by HugoFox	
	5Alive! - Suggestions for Peter C: List of advertisers with contact details and finance arrangements; list of contributors; details of the printing company; details of the accountant; details of deliverers; details of the mechanics of putting the magazine together e.g. the software used. Libby offered to help	Peter C / Libby
<b>Website Stats</b>	see over	
<b>Voneus - what can be done?</b>	Libby writing to CEO of Voneus with complaint. Can use info from WhatsApp Voneus Group	Libby
<b>Next Comms Group Meeting</b>	14th January 2026 7pm UPSTAIRS - enter via the back door	John to book it