

Item	Minutes - 14th January 2026	Action
Present: John S, Peter C, Susie H, John Reckless		
Apologies: Rachel, Richard D, Libby S, Sarah B, Sara G		
Minutes will be on the website		
1) a coordinated approach to ensure everyone is well informed	John S said he continues to monitor all the platforms and share across them	on-going John S
2) Create village website	Website updates:	Note
	added photo gallery	
	added the walks	
	added Playing Field Association as a Group	
	expanded Village Businesses to show more detail	
	Somerset help	
	added Projects - Missing Link, Parish Plan AVG	
	added Big Events - similar to news items but expanded	
	changed the Village Help tab.	
	Coming Up - make it narrower for Smart Phone users	Complete
	Add ALL activities to Coming Up (not paid-for items though, e.g. yoga)	Complete
	Group requested stats of pages visited (<i>ATTACHED</i>)	John S
	Last meeting: Statistics: New users last 30 days = 49. 418 altogether 12000 events	
This meeting: Statistics: New users last 30 days = 41. 556 altogether 13000 events		
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	
John S said he is going to set up a Donation page for people who want to donate e.g. to the Village Hall, the Church, 5Alive, the playing field etc. he will research platforms and report back. They need to be connected to a bank account	John S	
Jobs page added for the councillor role		
the team suggested adding jobs to the website for e.g. help for 5Alive, History Group. PFA Secretary. Detailed job descriptions are needed for each. John S suggested that each is broken down into chunks so people can offer help for a part of the job, rather than the whole. For instance no-one wants to manage all grit bins but four individuals might not mind looking after one each. Peter C said he had had applicants for archiving.	All	

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3) Make better use of social media		
WhatsApp	Libby monitoring for the unwanted. New joiners will be asked to identify themselves and given a month to do so.	Libby S
Facebook	John S to keep the wagon wheel effect going	on-going John S
Five Alive	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 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. John S suggested spec be broken down as much as possible to encourage offers of part of the role.	Peter C / Libby
Notice Boards		
5) Welcome packs 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
4) Help using computers and smartphones.	John S will put out a note on the Village Chat	on-going John S
6) Village information hub: 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	on-going John S
7) accessible to children, non-readers, digitally (Accessibility/Inclusivity)	John S to check compliance e.g. colour combinations every 6 months	on-going John S
8) Create directory 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	Complete Complete
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. Meeting was held. John S has modified the document and sent to Sarah B for review. John S said he will send to co-ordinators whilst Sarah is busy on other projects	John S
	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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Resilience and contingency planning (Comms)	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
Voneus – what can be done?	Libby writing to CEO of Voneus with complaint. Can use info from WhatsApp Voneus Group	Libby
AVG Planning.	next Comms meeting is planned for two weeks before the AVG to plan the requirements. Sarah B will be in touch sooner if something is needed earlier.	Sarah B
	John S said, can we have a neutral person to do a survey of who looks at which Comms items e.g. notice boards website etc	
Emergency Planning (Village)	John Reckless joined the meeting and ran briefly through an Emergency Planning document that Ian Blair is putting together. Ian will be asking the Comms team to help with suggestions of how best to communicate to the village for a) pre-planning and b) invocation.	All
Next Comms Group Meeting	15th April 2026 7pm UPSTAIRS - enter via the back door	John to book it