

Item	Minutes - 15th July 2026	Action
Present: John S, Peter C, Sarah B, Richard D.		
Apologies: Rachel L, Susie H. Libby S		
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	John S
2) Create village website	Website updates:	Note
	Nature Group	
	Virtual Notice Board (In Amenities)	
	Statistics: Last meeting: New users last 30 days = 39. 556 altogether. 17000 events This meeting: New users last 30 days = 59. Last 12mths 556. 17000 events	John S
	John S to set up a Donation page for people who want to donate to village-related causes. This includes Tractor Run, We Hear you – for the carol singers, the church and 5Alive. It's under the Home Page.	completed
	For people who want to donate randomly or, for example, couldn't make the Fayre but want to contribute, we could have donation sites for: The Village Hall, Playing Field, Camp out, Strawberry Fayre, Christmas Fayre. Etc. A list of potential sites is attached (but Libby chose Collectiv before for 5Alive so it might be the obvious choice)(once someone has put their details in to one site it often saves repetition in the future). Thought has to be given to the transparency of where the money is/how it gets moved. Any thoughts or offers? With new committees being set up for the Hall and the Playing Field, the new teams might have an input?	Libby / Susie?
	Roles/Opportunities/Volunteering. Let's bring together all the roles that villagers can help with. They might be one off events or regular weekly/monthly/yearly. For each one, we need a description of what's involved; how many hours per week/month; what tools or skills are required; who to report back to. Each should be broken down into chunks so people can offer help for a part of the job, rather than the whole, if appropriate. Examples: Playing Field, Christmas Fayre, History Group Can Susie talk to the new committees? Sarah offered to talk to e.g. Simon Andrews	ALL Sarah B Susie H
	John S to set up a page of 'Roles', rather than 'Jobs'	John S
	John S to involve TT&T and BAG for their input	John S
	Peter C reported that archivists are on board for the History Group	note
	Richard reported the website is slow	John S
3) Make better use of social media	John S to keep the wagon wheel effect going.	John S
WhatsApp	Libby monitoring for the unwanted.	Libby
Facebook		
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. No joy so far with Mells	Peter C
	Peter to add a line 'if you'd like to donate, please email..' Post Meeting Note: There is still a link to 'Collectiv' in the website Donate page	completed
	It was asked if there could be a 'Kindle' type version. John S said it is possible and will give it a go. AVG survey said one person would like it.	John S
Notice Boards	Peter C said Jemma Browning has offered to be the Admin.	completed
	Sarah commented that some are damp in the winter. John said he'd monitor them when updating them	John S
	Cock Road posts have been replaced	completed
	John S will sand down the door of Cock Road so they are not so tight. Option to buy new ones but expensive.	John S
5) Welcome packs for new residents	John S has printed the QR Code labels so if anyone wants some let him know.	ALL
4) Help using computers and smartphones.	John S will put out a note on the Village Chat.	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	John S
7) accessible to children, non-readers, digitally (Accessibility/Inclusivity)	John S to check compliance e.g. colour combinations every 6 months	John S
8) Create directory of Buckland Dinham service providers		

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Parish Plan	John S to continue to update the Action Plan spreadsheet with the Comms Group items	John S
	Coordinators' Meetings. Sarah and John agreed these meetings are not needed as each discreet group is well established and we all talk to each other	completed
	Housing Needs Survey complete and on the website. Sarah B writing next steps Sarah B writing roles for the 'Roles' page	Sarah B Sarah B Sarah B
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?	All
	Website - 'owned' and backed up by HugoFox. John S to share login with Richard for back-up purposes	completed
	5 Alive! - Peter C said that Jemma would be a 'back-up' to a lot of it 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 (Serif). Libby offered to help	Peter C / Libby
AVG Planning.	Everyone agreed the AVG was a great success and special congratulations to Sarah B! Results of the meeting are on the website.	completed
Emergency Planning (Village)	Group agreed no action to be taken until Ian B has completed the document. Then he might ask for help to communicate it to the village.	note
Next Comms Group Meeting	Wednesday 14th October 2026 7pm UPSTAIRS - enter via the back door future meetings tbc: 13th Jan; 14th April; 14th July	John to book it