

| Item | Minutes - 7th May 2025 | Action |
|---|--|----------------|
| Present: John S, Peter C, Richard D, Libby S, Susie H, Jonny G, Meg G. | | |
| Apologies: Sarah B and Rachel. Clare G has left the group. | | |
| Minutes will be on the website | | |
| Welcome to Jonny and Meg who have a particular interest in comms for the church and will be liaising with John S to that effect | | |
| 1) a coordinated approach to ensure everyone is well informed | 'Co-ordinated' means that Website, Facebook, WhatsApp, Five Alive and Notice Boards etc should all be referenced to each other. | All |
| | The Comms Group need a representative who can use Facebook to help with the above. Any volunteers? | All |
| | Please all spread the word to SHARE between the groups. | All |
| | John S said there has been little or no feedback or contributions from outside the Comms Group. He will however endeavour to a bit of trawling.. | All |
| 2) Create village website | Website updates: 'Coming Up' is the new tab and is for events that have a time and date. Events that are yet to be confirmed are in their relevant Group. 'Contact Us' form is added to the front page. Groups, Clubs and Classes are separated. | Note |
| | Statistics: 128 new users last 60 days (since launch). 2.5k events | |
| | Search box? | John S |
| | 'Alerts' aren't too painful – once a week or so. | Note |
| | Stories? Andy Jennings – cycle blog; Chris D – movie maker? | All |
| | New header photo? | all |
| | Libby is going to tidy up the wagon wheel comms logo | Libby S |
| 3) Make better use of social media | | |
| 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. | |
| | It was noted that there other village groups which aren't under the Village umbrella. Could be encouraged - to tidy things up. | All |
| | Could there be a group for teenagers? | Libby S |
| | Add Libby's email address to the WhatsApp page | John S |
| Facebook | as is. | |
| Five Alive | Peter C said that the finances were struggling and has put a request out for funding. He said the next two issues are secure. He has reduced the printing costs through a new provider. | |
| | The group agreed that a Collectiv Funding Pot would be a good idea to get the next year's worth secured. Then Peter can approach the advertisers. Libby and Peter to initiate. | Libby S |
| | Peter to provide words for the Website | Peter C |
| | If the printing of the magazine can't continue then the digital version can be put on line - as it is now - on the villages' websites - same content: articles, church services, words from the Five. Not fully inclusive obviously but means we get to keep the magazine. | Note |
| Notice Boards | New banner by The Cross - with the new website address. Very good way of advertising it to the village. | Libby S |
| | John S has fitted new pin boards | Note |
| | John S has added a monthly list | Note |
| | Advertisers should be encouraged to use A5 | John S |
| 5) Welcome packs for new residents | Welcome cards going out like hot cakes! Thank you Rachel | |
| | Could we add the WhatsApp QR code to the next version please? Top right corner perhaps | Rachel L |
| | Welcome Card into notice boards | John S |
| 4) Help using computers and smartphones. (Digital help. Those who have tech but need help using | The Group agreed that Frome have excellent resources for these two items (4 and 6) and unless there's a great demand in the village then we should signpost to Frome via the website | John S |
| | but John S will put out a note on the Village Chat | John S |
| 6) Village information hub: for information, guidance and support (non-tech) | Frome Leisure Centre have new offering | John S |
| 7) accessible to children, non-readers, digitally (Accessibility/Inclusivity) | The website is compliant. If anyone hears of villagers struggling with any aspect, please let John S know. | All |
| 8) Create directory of Buckland Dinham service providers | the directory is on the website. | Note |
| | The village 'boundary' is being discussed by the council. Update after the next PC meeting. | Sarah B |
| Parish Plan | John S to update the Action Plan spreadsheet with the Comms Group items. Chat re collaboration needed | John S/Sarah B |
| Next Comms Group Meeting | Future Comms Meetings : February, May, August, November. Village Hall | |
| | 23rd July 2025 7pm UPSTAIRS - enter via the back door | |