

Communications, Community Engagement and Community Infrastructure Working Group meeting Tuesday 25th August 2015

Present:

Robert Glick
Nigel Richardson
Mike Gibson

Terms of Reference

The ToR written by RG in April needs to be incorporated into the ToR written by MG. The result needs to be approved by the committee.

ToR to state how the work is communicated (this point needs clarification).

Action: RG

Comms work plan

Tasks relevant to Comms in the HSNF NDP to be incorporated in the Comms work plan and prioritised. Planning to include tasks until end of December, initially. Later, until end of April.

Actions: RG to update Comms work plan

MG to send latest NDP to RG as an electronic attachment.

HSNF email address

Remind committee members to CC the forum email address.

Action: RG

Website future ideas

An appeal to be drafted

The Trust for Developing Communities website: trustdevcom.org.uk

Clear, easy to use and rapid response. A possible model for us.

Action: RG

Recruitment

Strategy for recruiting new members. Mike has spoken to several people who can join the Comms group.

Action: RG and MG to discuss further

Contacts

Membership details to be updated according to MG's instructions.

A list of contacts to be extracted from the Gmail account.

Action: RG

Community Engagement Statements

Action: MG to send RG links to website examples.

Biographies

Needs to be complete, preferably with photographs.

Action: RG

Newsletter

Needs to be planned, drafted, edited, published and distributed.

Action: RG