



Blakelaw and North Fenham Community Council

Meeting held at:
The Community Room
Moorland House, Moulton Place
Blakelaw, Newcastle upon Tyne
NE5 3RY

Notes of the BNFCC Communication Committee, 1 November 2018 17.30

Present:

Councillors: John Wears (chair) Ron Clarke(RC), Jimmy Gill (JG), Ann Keenan(AK) and Helen Richardson(Clerk)

| Agenda Item | Discussion | Action |
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| 1. Apologies | Clerk to the Council: Violet Rooke(VR) | |
| 2. Notes of previous meeting | Reviewed and agreed | |
| 3. Social Media | <ul style="list-style-type: none"> JW continue to manage the Facebook account and VR continued to manage the twitter account. Both accounts continued to grow in the number of hits on them. JW confirmed that people were also contacting him through the page. | JW/VR |
| 4. BNFCC Website Feedback | <ul style="list-style-type: none"> Website is now live and being regular updated. VR had sent through the updated number of "views" and this was in excess of 2300 There was a general discussion around the website and it was acknowledged that VR had done a great job at getting it up and running. JW confirmed that he had asked VR to provide the access details to enable him to update the website. The Clerk asked if the website could be reviewed and made a little easier to read and have further general | JW |

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| | <p>information added ie there was no contacts details under the pictures of the Councillors. VR had also had problems uploading some of the documents sent through to her and had had to take photographs. It was queried whether there was a paid option on the site. JW to discuss the website with VR.</p> | JW/VR |
| 5. Newsletter | <ul style="list-style-type: none"> • JW confirmed that the newsletter was ready to go following a slight tweak. • HR to arrange for ROAM to collect from the printers to distribute. | HR |
| 6. Grant Paperwork | <ul style="list-style-type: none"> • Concerns were expressed regarding the lack of information that was being produced alongside applications for grant funding. On most occasions organisations were not providing quotes, financial information or any governance paperwork. There was also no feedback provided after the event. • Concerns were also raised with regards to who was providing the services being paid for by the Community Council. • The Comms Group went through the paperwork as it currently stands ie the application, the monitoring form and guidance notes. It was agreed that HR would go through the paperwork high lighting the need for the application to be completed correctly or it would not be considered till all of the paperwork was complete. • JW suggested that the main meeting on the 8th November was put back by 30 minutes to discuss the grant process in further detail. | ALL |
| 7. Noticeboards | <ul style="list-style-type: none"> • RC would continue updating the noticeboards. RC had tidied them all | |

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| | <p>up and everything in there was relevant.</p> <ul style="list-style-type: none"> • AK is to collect the second set of keys from Glenn Pendleton at NCAT | AK |
| 8. Online banking | <ul style="list-style-type: none"> • HR confirmed that RC was required to sign the papers tonight and then they were good to go. JW is still required to attend at a Barclays Bank with his ID documents | JW |
| 9. Training | <ul style="list-style-type: none"> • HR confirmed that training had been booked for the 13 December at 6pm and would be provided by NALC | HR |
| 10. York Christmas Market | <ul style="list-style-type: none"> • JW confirmed that the organisation of the bus trip was well and truly underway. Residents had been advised to collect their tickets on the 8 November between 5-6pm. The bus was nearly full and consideration would need to be given as to whether a second bus would be needed. The group were happy that the trip was going to be a success. | |
| 11. Communications from External Organisations | <ul style="list-style-type: none"> • No update | |
| 12. AOB | <ul style="list-style-type: none"> • The meeting queried when the budget meeting was going to be as it was usually held on the second Thursday in December but this was the date the training was going to happen. It was agreed that this would now take place on the 6 December 2018 at 5.30pm in Moorland House | |

Date and time of the next meeting: January 2019 at Community Room, Moorland House, Moulton Place.