

Cyngor Cymuned Llysfaen Community Council



Clerk: Brenda Davies
Tel: 07957 931395. Email: Clerkllysfaen@gmail.com

Communications Meeting

Minutes

30th January 2023

Llysfaen Village Hall 7pm

Attendees: Cllr F Stevenson, Cllr Rob Redhead,
Cllr P Gillbanks, Cllr J Brownsell, Cllr S Davies

Officers: Ms B Davies (Clerk and RFO)

Apologies:

1. Minutes of the previous meeting
Proposed Cllr P Gillbanks, seconded Cllr J Brownsell.
2. Review of Actions from the previous meeting
 - a) Park consultation to be agreed at next meeting of council – Completed.
 - b) Clerk to send social media policies to all Councillors – Currently in the process of being reviewed and will be sent one by one.
 - c) Clerk to purchase an accident book for the warm café – Completed.
3. Park Consultation Findings and reports
Clerk provided a report to councillors detailing the findings from the consultation so far. It was discussed that 21 responses were low, and that Councillors would like to see more responses to the survey to give a good understanding of the views of the public and park users. The following actions were agreed:
Resolved – Clerk to use a poster and apply a QR code to the poster, print and laminate to encourage more feedback about the play parks in the area.
Resolved – Clerk to republish the consultation and all Councillors to share this to local groups and to their personal Facebook pages, using tags to highlight to people that may be regular users of the park area.
Resolved – Committee to review the findings at the next meeting, with proposal to be taken to full council.
4. Erection of the new notice board
Wording of the heading was discussed at length, with any number of letters being available, but would reduce the size of the writing. Councillors agreed that there should be a Welsh translation on the noticeboard.

Resolved – Clerk to request mock-up views of each wording for the notice board, so that Councillors can agree on how it would look, and take to the next full council meeting to agree proposed wording.

A local firm of groundsmen have offered to erect the Noticeboard for the community. Committee thanked the persons who have offered to do this, and will ensure that drawings are obtained, insurance is in-place, and a risk assessment is provided for the works being carried out. This will be completed on receipt of the noticeboard.

5. Website & Quote received

Cllr Gillbanks obtained a detailed quote/offer from a local firm to provide web services to the Council. The comprehensive and detailed proposal was reviewed by Councillors, and Cllr Gillbanks advised that the proposal gave more opportunity to have a better and easily updated website for Council use.

It was discussed that the committee should get similar proposals from other local firms to assess what is available, and the cost of these.

Resolved – Cllr Gillbanks to detail to the Clerk the content of the brief given to the proposer. The Clerk will then add in questions made by the committee and send the brief to 2 other local companies.

Resolved – to be brought back to Committee at the next meeting.

6. Any other business

Cllr Davies requested that the agenda for each meeting be issued to all Councillors prior to the meetings, so that others are aware of what is being discussed. Hybrid meetings to be brought in as soon as possible. Committee agendas to be uploaded to the website.

7. Date of next meeting

. Date of next meeting Monday 6th February 2023 7pm at Llysfaen Village Hall.