

A meeting of the Newsletter Advisory Committee of Halberton Parish Council
will be held in the Committee Room at Village Hall, Halberton
on Tuesday, 3 March 2026 at 7.30pm

All Members of the Newsletter Advisory Committee are summonsed to attend for the purpose of transacting the business specified in the Agenda below.

Susan McGeever
Clerk, Halberton Parish Council
19 December 2025

AGENDA

ITEM		REPORT PAGE
1	Apologies	N/A
2	Declaration of Interest	N/A
3	Public Forum	N/A
4	Approval of the Minutes dated 6 January 2026	2-3
5	Matters arising from the aforementioned Minutes	N/A
6	Membership/Secretary/Recruitment and distribution of workload for Issue 184	N/A
7	Comments about the previous edition of the Newsletter	N/A
8	Business Directory	N/A
9	Consideration of contents for the next edition of the Newsletter	N/A
10	Important Dates for Newsletter production and mailing	N/A
11	Local distribution and distribution coverage	N/A
12	Date of next meeting 5 May 2026	N/A

ITEM		Report Page
4	Approval of the Minutes dated 6 January 2026	2 to 3

Halberton Parish Council

Minutes of the Newsletter Advisory Committee meeting on Tuesday, 6 January 2026

Present: Councillor Graham (Chair), Councillor Slade, J Wooding and the Clerk (minutes)

1. Apologies

Apologies had been received from C Jobson.

2. Declarations of interest

None

3. Public Forum

No members of the public were present at the meeting

4. Approval of Minutes dated 4 November 2025

The minutes were approved as an accurate record of the meeting and duly signed by the Chair.

5. Matters arising from the aforementioned Minutes

An email had been received from Tiverton Museum in relation to missing copies.

Action: All to see what copies were available to send to them to complete their set

J Wooding raised the information on the Postbox at Pethertons and had found that the postman would take mail. It was not the ideal solution but did help residents. The information should be included in the next issue.

6. Working Group Membership / Recruitment and distribution of workload

D Charles had formally resigned from the Advisory Committee and a letter of thanks for all his work in the past had been sent by the Chair and the Clerk.

The Clerk confirmed that Mr Charles would continue to contribute to the Newsletter and assist with its distribution.

C Jobson had indicated that he would like to continue on the Advisory Committee and compiling the Business Directory but asked that he only be called upon to attend meetings when major advertising issues were being discussed. He would submit a report on the Business Directory for each meeting.

Those present agreed that this request could be granted.

A call for additional members of the Advisory Committee would be brought to the attention of the Parish Council and a request for volunteers be included in the next Newsletter.

7. Comments about the previous edition of the Newsletter.

The colour pages had worked well again and, overall, it was felt to have been a good edition.

An email had been received congratulating the Advisory Committee on being able to include the return of the bells in this edition so soon after the event.

The Advisory Committee noted the need to check the adverts on the proof, to ensure that they were off the highest quality.

8. Business Directory

Report from C Jobson:

Two advertisers, both half-page, have not renewed: Mel Spiller Foot Health Practitioner (no reason given) and Philip Taylor LLB Legal Consultant (advert generated only two enquiries). I'm waiting to hear from four other advertisers whether they will renew, but have no reason to think any of them won't.

There is one new half-page advertiser, Gutter Cleaning Halberton, and I had an enquiry this morning about an advert (size not mentioned) for "a local building company".

If we assume that the existing advertisers renew but the enquiry does not lead to an advert then there will be 29.75 pages of advertising in edition 183, the Business Directory will start on page 48, and the advertising income will be £917.

As always, we need someone to find and contact potential new advertisers.

Councillor Slade advised that he had been contacting potential new advertisers and would take copies of the Newsletter to the various networking events he attended.

9. Consideration of contents for the next edition of the Newsletter

Councillor profile; Cllr Campbell to provide notes to Cllr Slade

History Group (to include a short paragraph regarding the R B L branch in Halberton)

Traffic News

Neighbourhood Watch (ID theft)

Churches, schools, local groups etc.

Recycling (MDDC policies)

Easter events

Duck race

Annual Parish Meeting

Apple Pruning report

A discussion took place on whether or not the Lunch Club was continuing.

Action: Councillor Graham to speak to organiser and the Village Hall Committee

10 Important dates for Newsletter production and mailing

Deadline for articles 16 January

To printers 21 January

Received from printers 28 January

Distribution 30/31 January

11 Local distribution and coverage

There had been no distribution problems.

Any excess copies could be given to the library, Tiverton Museum etc (Councillor Slade)

12 Date of next meeting

Tuesday, 3 March 2026