

A meeting of the Newsletter Working Group of Halberton Parish Council
will be held in the Committee Room at Village Hall, Halberton
on Tuesday, 29 October 2024 at 7.30pm

All Members of the Working Group are summonsed to attend for the purpose of transacting the business specified in the Agenda below.

Susan McGeever
Clerk, Halberton Parish Council
22 October 2024

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 3 September 2024	2-7
5	Matters arising from the aforementioned Minutes - reader's survey – analysis of additional forms received	N/A
6	Working Group Membership/Secretary/Recruitment and distribution of workload for Issue 176	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 - Crossparks	N/A
12	Date of next meeting	N/A

ITEM		Report Page
4	Approval of the Minutes dated 3 September 2024	2 to 4

Halberton Parish Council

Minutes of the Newsletter Working Group Meeting on Tuesday 3rd September 2024

Present: The Clerk, together with Councillor Graham (Chair), D Charles, J Wooding, C Jobson

D Charles recorded the minutes

1. Apologies

None

2. Declarations of interest

None

3. Public Forum

No members of the public were present.

4. Approval of Minutes dated 02 July 2024

The minutes were approved as accurate.

5. Matters arising from the aforementioned Minutes

5.1 Readers survey

DC presented the updated results of the readers survey following the receipt of three additional responses. There are no material changes. (There are only couple of very minor changes in the order of popular articles and where people find out what is going on in Halberton).

Some further suggestions that have been received from readers were discussed:

a) On the contacts page can we also list the websites and Facebook pages of local groups?

Agreed, subject to limitations on space.

Action - Clerk

b) Can we publish a list of the websites, Facebook pages etc. of other sources of local information? (One respondent commented that he wasn't aware of most of the sources listed in the question "how else do you find out what is going on in Halberton?")

Following discussion it was agreed that we should include a one-off article about about which organisations are online and where to find them.

Action - DC

c) Could we improve coverage of local events taking place in parishes near Halberton?

Following discussion it was agreed that we should attempt to include information about how to find out what is going on in neighbouring parishes via their websites and Facebook etc. pages (Uplowman, Sampford Peverell, Willand, Uffculme, Cullompton, Butterleigh, Silverton, Bickleigh, Tiverton, Burlescombe)

Action – DC to identify sources and provide the Clerk with a list

Because there is nothing obvious that can be done to improve the presentation of forthcoming events in Halberton itself (this is down to the contributors) it was again resolved to leave things as they are.

Action – all note

6. Working Group Membership / Recruitment and distribution of workload

No volunteers have come forward to fill the vacant roles on the Working Group itself.

7. Comments about the previous edition of the Newsletter

7.1 The Working Group recorded thanks to

a) The Clerk for producing the last edition of the Newsletter on time, despite pressure from other commitments.

b) Those people who covered Carol's deliveries during her absence last month

7.2 All informal comments received were positive.

8. Business Directory

a) CJ reported the current position on advertising and revenues. Income for the next edition will be either £937 or £913, depending on the outcome of a final decision regarding one advertiser.

Action – Clerk to ask IB about sourcing additional advertisers.

b) There may not be a full page colour advertisement for the back page of the next edition. If not, it was agreed a coloured map of the new Halberton boundaries should be used to fill the space

Action - Clerk

c) CJ has received a note of appreciation and thanks from a very long standing and “satisfied customer” who will not be placing any further adverts because he is winding down his business.

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

- a) Apple pressing Day (28th September). This is the same day as, and will take place after, the consultation meeting regarding the Emergency Plan.
- b) Wyndham Singers (October, for Hospiscare)
- c) Article about Winter Fuel Allowance and Pension Credit
- d) History Group
- e) Vintage Bus Rally (JW has some photographs)
- f) Possibly a report on the 2024 Mid Devon Show (Clerk to pursue)
- g) Local bird life (The Uffculme magazine includes this - CJ to pursue via a contact)
- h) Halloween; possible article about local ghosts (JW)
- i) Two Moors festival
- j) Roads etc and Neighbourhood Watch (DC)

10 Important dates for Newsletter production and mailing

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|----------------------------|----------------------------|
| • Deadline for articles | 13 th September |
| • Newsletter to Brightsea | 18 th September |
| • Delivery to Village Hall | 25 th September |

11 Local distribution and coverage

No issues reported

12. Date of next meeting

The next meeting of the Working Group is due to take place on Tuesday 5th November (subject to confirmation)