

A meeting of the Newsletter Working Group of Halberton Parish Council
will be held in the Jubilee Room at Village Hall, Halberton
on Tuesday, 5 September 2023 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
29 August 2023

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 4 July 2023	2-5
5	Matters arising from the aforementioned Minutes	N/A
6	Working Group Membership/Secretary/Recruitment and distribution of workload for Issue 169	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	N/A

ITEM		Report Page
4	Approval of the Minutes dated 5 July 2023	2 to 5

Halberton Parish Council

Minutes of Newsletter Working Group Meeting on 4 July 2023

Present: The Clerk, together with D Charles and C Jobson.

D Charles recorded the minutes.

1. Apologies

Apologies received from Councillor Marshall, Councillor Graham and M Anderson.

2. Declarations of Interest

None

3. Public Forum

No members of the public were present.

4. Approval of Minutes dated 2 May 2023

The minutes were approved as accurate and signed by the Vice Chairman.

5. Matters arising from the aforementioned Minutes

There were no matters arising from the Minutes.

6. Working Group Membership, Recruitment and Secretary

The Clerk reported that Margaret Anderson wishes to step down from the Newsletter Working Group. The Group recorded formal thanks to Margaret for her long standing work in support of the Newsletter and is delighted that she will be able to continue undertaking deliveries.

Membership of the Group now consists of only four individuals and it was RESOLVED that a full page in the next Newsletter be reserved for a call for volunteers to help in production and delivery, with an appropriate notice also to be placed on the noticeboards at Halberton, Ash Thomas and Brithem Bottom.

Action: Clerk

D. Charles has volunteered to take the notes of meetings.

7. Comments about the previous edition of the Newsletter (#167)

The Group recorded thanks to The Clerk for her commitment and hard work in compiling issue 167 in the absence of the editor due to illness.

Feedback received about issue 167 has been positive from all those who have voiced their views. However, several have commented that the handwriting style of font used in the “Dear Reader” section made it very difficult to read. It was RESOLVED NOT to use handwriting font in future issues.

Action: Clerk

The Working Group discussed the production of the next edition of the Newsletter given that Councillor Marshall remains unwell and will be unable to edit the edition. It was unanimously agreed that the way forward was for the Working Group to repeat the process used for issue 167 and to keep the publication as simple as possible. It was therefore RESOLVED that issue 168 should follow the same format as issue 167 with individual volunteers adopting the same roles as before.

Action: Clerk / all.

8. Business Directory

C Jobson advised that there will be a spare half page for advertising space in issue 167 because one advertiser has reduced from a full page to a half. No advertisers have been lost and the Hickory Inn has re-designed their insert. The spare half page may be filled by a new advertiser (a social care organisation), if not it will be filled by the usual “come and advertise with us” insert.

Action; C Jobson

Regarding the award to “Paws in Peace” it was agreed that an appropriate congratulatory mention should be made in the “Dear Reader” section of the next issue.

Action; Clerk

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

Having already resolved to keep the organisation of the magazine as simple as possible and to assign specific tasks to Working Group members (7 above) the following matters of detail were discussed:

a) Regular Contributor pages; the Clerk will email all the contributors asking for contributions to be sent by 19 July 2023.

Action: Clerk

b) Contributions from MDDC Ward Councillor and Devon District Councillor;

Action: Clerk

c) Noted that there will be fewer pages about Parish Council activities for issue 168 than in the last issue

d) Road Closures and other traffic news;

Action: D Charles

e) History Group report;

Action: D Charles / J Wooding

f) Bell ringers; Having noted the great success of their fund raising event held on 1st July it was felt appropriate to request the bell ringers to consider providing a two page feature article with photographs including something about the history of the church bells.

Action; Clerk / A Sharland

g) Neighbourhood Watch; An article including (i) the problems with obtaining local crime statistics while the police update their IT systems and (ii) general advice on preventing car crime (Tiverton Parkway is a local hot spot for vehicle crime which peaks in August and September).

Action; D Charles

h) Mid Devon Messenger; having recently listened to and been very impressed by some of the MDM local news podcasts D Charles suggested they be approached to provide an article covering more about what the organisation does and the sort of voluntary help they need.

Action; Clerk

i) The history of the Halberton Jubilee Lamp; could we include a piece about it along with a copy of the old postcard showing the original layout of the area?

Action; D Charles.

j) HCA; Next year marks the 80th anniversary of D Day. Can we include something by way of an advance piece about that?

Action; Councillor Graham

k) Colour pages; the items for inclusion in the colour pages were discussed;

i) Front cover; Preferably a picture from the school sports day (needs permission from the school). Failing that a suitable photograph from the competition entries.

ii) Page 2; Defibrillators notice

iii) Page 3; Dear Reader and contents

iv) Pages 4 and 5; Halberton Village Hall and Ash Thomas Village Hall (in that order)

v) Pages 6, 7 and 8: The Clerk suggested that the Primary School sports day / end of term service and presentation of coronation mugs should form a feature article to include colour photographs along with the pre-school end of term report.

Action (all i to v above); Clerk

Other possible information to be published:

Community growing area

new equipment in the Recreation Ground

20's Plenty Devon Campaign

Local activities – skittles, bridge, whist

Outstanding Actions:

- contact school to see if they had been offered a defibrillator
- someone to look after the flowerbeds
- call for people to assist with Snow Warden
- article on planning and Parish Council website
- Spotlight on a local business
- Flower group and gardening club
- Mid Devon Show 2024 (For the April / May or June / July 2024 edition)
- Angling in the Grand Western Canal
- Exe Valley Leisure Centre (what they offer)
- Rev “Gutsy Glyn the parachuting priest” descent in aid of Uplowman Church roof funds is on 25th August at Dunkeswell.
- Discussion of website
- Special meeting to discuss Newsletter production on Councillor Marshall’s return to fitness.
- Suggestion of a poetry competition for the primary school

10. Important Dates for Newsletter production and mailing

The Clerk advised the dates as follows:

Imminent – call for articles

19 July – deadline for articles

26th July – newsletter to Brightsea

1st August – newsletter delivered to Village Hall

11. Local distribution and distribution coverage

Action; D Charles to contact J Wooding to obtain any comments / feedback about the last distribution.

12. Date of next meeting

The next meeting would take place on 5 September 2023.

Signature _____ Date _____