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PEACEHAVEN TOWN COUNCIL

Minutes of the meeting of the Business Development & E-communications Committee, held virtually via ZOOM, at 7.30pm on Thursday 16th July 2020

Present – Cllr Alan Milliner (Chair), Cllr Catherine Gallagher (Vice- Chair) Cllr Wendy Veck,
Cllr Ron White, Cllr Isobel Sharkey, Cllr Dawn Paul (Substitute)

Officers; Town Clerk- Tony Allen; Civic & Marketing Officer- Deborah Donovan; Matt Gunn-
Marketing & Communications Assistant

1 BPEC045 TO CONSIDER APOLOGIES FOR ABSENCE

Cllr. Chris Collier- Apology Accepted

Cllr. Lucy Symonds- Apology Accepted and Cllr Dawn Paul Substituted

2 BPEC046 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

No Declarations

3 BPEC047 TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON TUESDAY 28th May 2020

It was resolved to adopt the minutes as a true and accurate record.

Cllr. Sharkey Proposed

Cllr. White Seconded

All in Favour

4 BPEC048 PUBLIC QUESTION TIME

No Public Questions

5 BPEC049 TO REVIEW THE CURRENT INTERNAL PLAN DOCUMENT

Cllr Gallagher introduced this item and gave some background information into the progress of the plan so far.

Cllr Sharkey informed the Committee that some of the objectives have already started to be worked on and could be changed to amber or green rather than red.

The Committee agreed to keep all items as red (not started) until the document has been reviewed by the Full Council.

Cllr Gallagher informed the Committee of the importance of making sure the Town Councils goals are in synch with both the District and County Council.

Cllr White reiterated the importance that we network with other local Councils and ensure some collaborative work is done to help achieve the goals in the internal plan.

The Committee reviewed the whole internal plan document at length, looking at each section of the plan.

The Committee agreed that the Internal Business Plan Document was ready to be sent to the next full Council meeting for adoption.

Cllr White Proposed
Cllr Sharkey Seconded

6 BPEC050 TO REVIEW THE TOWN COUNCIL WEB SITE AND OTHER COMMUNICATIONS AND OUTLINE WHAT CHANGES AND STEPS NEED TO BE TAKEN TO IMPROVE EFFECTIVE MESSAGING

The Marketing Assistant introduced this item and informed the Committee that the Town Council are Currently in a contract with Madison Solutions who are a website development and hosting company who are based on the South Coast Road Peacehaven.

The Peacehaven Town Council Website has now become a 'benchmark' for other Town Councils in Sussex with both Uckfield and Seaford town councils now using an almost identical themed website also created by Madison's.

The Committee felt that the colour scheme of our website could be more bright and vibrant, it was agreed for the Marketing Assistant to speak with Madison Solutions and to come back to the Committee with some new ideas.

7 BPEC052 DATE OF THE NEXT MEETING – TO BE AGREED

The committee decided to wait until the outcome of the next Full Council Meeting.

The Meeting Ended at 20:52