**Minutes of the meeting of the Business Planning & Communications Committee, held in the Main Hall, Community House, Meridian Centre, at 7.30pm on Wednesday 22nd September 2021.**

**Present**- Cllr Gallagher, Cllr Cheta, Cllr Milliner, Cllr White, Cllr Sanderson

**Officers;** Matt Gunn- Communications Officer

**1 BPEC109 TO CONSIDER APOLOGIES FOR ABSENCE**

It was resolved to accept apologies from;

Cllr Collier

Cllr Sharkey

Cllr Hill

Town Allen- Town Clerk

**2 BPEC110 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

No Declarations of Interests were made from committee members.

**3 BPEC111 PUBLIC QUESTION TIME**

No Public Question Time.

**4 BPEC112 TO REVIEW AND APPROVE THE BUSINESS DEVELOPMENT PLAN FOR 2021/2022**

Cllr Gallagher introduced this item and talked through each section of the business development plan for 2021/2022, the plan was displayed on the iboard for committee members to see.

Cllr White gave an update on the purpose of the document and why the committee started. The update was given to help a new Councilor have a better understanding of the role and function of the business committee within the council.

Cllr Gallagher noted a couple of minor mistakes which need to be changed before the document is sent to full council for approval.

Cllr Cheta asked why some of the targets are marked as amber already.

Cllr Gallagher answered and assured Cllr Cheta that some of the objectives had rolled over from last year’s business plan, so some tasks have already been worked on previously and progress had been made.

Cllr White proposed that the business development plan for 2021/2022 is ready to be sent to full council subject to one minor change.

Cllr Cheta Seconded

All in favour.

**5 BPEC113 TO DISCUSS CARRYING FORWARD THE WELCOME BACK FUND**

Cllr Gallagher introduced this item and talked through the report.

Cllr Cheta said that the working party needs to meet as soon as possible to start completing the tasks. The tasks need to be completed as soon as possible so the money is spent before the deadline in March.

The Committee noted the report and every Councilor stated they would be willing to help in completing tasks.

**6 BPEC114 ACTIVE TRAVEL UPDATE**

Cllr Gallagher introduced this item.

Cllr Milliner proposed that the Council invite Patrick Warner from Brighton and Hove buses for a meeting with Councilors to discuss bus services in Peacehaven.

Cllr White Seconded

All in favour

**7 BPEC115 COMMUNICATIONS UPDATE**

The Communications Officer gave an update on how the digital aspect of the Councils communications have really progressed during the last 12 months.

He also confirmed that £1500 had been added to the budget for printed comms to help reach the 20% demographic that don’t use the internet.

The Communications Officer also stated that he has now passed on all of the social media accounts onto the Civic and Marketing Officer and Admin Officer before his departure from the Council.

*\*Meeting ended 20:41\**