



Newsletter Steering Group

MINUTES of Plaistow and Ifold Parish Council’s Newsletter Steering Group Meeting held on 17th February 2022, 19:30 via Zoom.

Present Cllr. Jerusha Glavin (Chair of Steering Group); Cllr. John Bushell; Cllr. Nicholas Taylor; Cllr. Doug Brown and Catherine Nutting (Clerk & RFO)

1. To receive apologies for absence

None.

2. Declarations of Members’ Interests.

None received from Councillors.

3. Newsletter Terms of Reference document

The Terms of Reference document was circulated to Members in advance of the meeting via email. Members will sign the document via Secured Signing, and it will be published on the Parish Council’s website.

4. Content for the Spring 2022 Newsletter:

The meeting discussed and agreed to include the following articles:

Action
Clerk

Articles	Drafted by...
Queen’s Platinum Jubilee celebrations	Cllr. Glavin
Tree Through Time	Cllr. Brown
Ifold bus stop conservation area	Clerk
Precept increase and work of the Parish Council	Clerk
Neighbourhood Plan update	Clerk
Traffic calming in Plaistow update	Clerk
Grants made by the Parish Council to local groups/organisations	Cllr. Glavin

Articles from local groups/organisations about their activities / work / service.	Cllr. Taylor – to make enquiries with the Plaistow football team Clerk – invite articles from Plaistow Preschool and Little Acorns Clerk – invite an article from BEAT
“Did you know” and “Stop press” section(s) covering the following articles: <ul style="list-style-type: none"> - Ifold playpark - Bus shelters - Spring litter pick - Cllr. Ribbens retirement - Local photographs (“Community in Action”) 	Cllr. Bushell with support from the Clerk; Cllr. Brown (retirement article) and Cllr. Glavin (pictures of the litter pick and local photograph request).
Quiz	Cllr. Brown

5. **Date and method of publication**

Members will send the articles they are responsible for, to Cllr. Glavin by 1st March 2022.

Publication will be at the end of March. Members will agree the final layout via email.

Two (2) copies to be made available in the local shops as an example to allow residents who do not have access to email / the online copy can ‘sign up’ to receive a printed hard copy.

Three (3) printed hard copies for those who have requested them already.

Newsletter to be emailed to those who have signed up via the website and available via the website.

6. **Date of next meeting**

To be confirmed in advance of the autumn newsletter (August 2022).

There being no further business, the meeting closed at 20:05.