

## Minutes of the Communications Working Group of Costessey Town Council, held on Tuesday 17th May 2022 at 6.30pm

**Present:** Cllrs G Blundell (Chairman), T Laidlaw, S Sizeland & N Bailey (Deputy Clerk)

### **To elect a Chair for the civic year**

**CO12/22:** Cllr Blundell was elected as Chairman

### **To receive apologies for absence**

**CO13/22:** Cllr P O'Connor (Holiday)

### **To receive declarations of interest**

**CO13/22:** None

### **To confirm the minutes from the meeting held on 1<sup>st</sup> February 2022**

**CO14/22:** It was noted that the minutes had already been received by the Full Council.

**RESOLVED to approve the minutes as a true record with no amendments**

### **To consider the Brief for the Stafford Hall AV Equipment**

**CO15/22:** The background to the current 2010 installation was explained, as was the 2015 HDMI upgrade. An independent brief estimated a replacement projector suitable for the size and style of room at iro 29k. The room had many attributes, but the use of the projector was rare as many regular hirers just required quality audio. It was noted that future bookings had been accepted in the knowledge that a projector was included as part of the package, but a portable backup was available. The projector and low-level windows prevent some sports and acoustics were not ideal. Morley nr Wymondham had made some adaptations to encourage alternative uses. The Stafford Hall was in need of a Unique Selling Point (USP) as the Dinneen Hall provided an almost identical package. The USP would likely increase revenue but making alterations to the fabric of the Stafford Hall was not within the remit of the Comms Working Group. Pop-up events run and managed by the Town Council were a good way of utilising empty sessions and showcasing the halls. This would require a Working Group to explore opportunities and share good practices with other areas. A Working Group could combine two strands in order to maximise the use of all of the community halls and facilitate events. ***It was therefore recommended not to replace the Stafford Hall projector when it eventually fails, but to ensure a suitable audio system remains in place.***

**RECOMMENDED TO FULL COUNCIL to set up a Working Group with a remit to explore a Unique Selling Point for the Stafford Hall and investigate ways of maximising the use/income of all halls by including the delivery of Town Council-led activities.**

### **To receive feedback on the last newsletter and consider content for the summer edition**

**CO16/22:** 17 positive reviews had been received and the next edition would be delivered in August. A focus on Norwich Road shops would be a good idea as residents to the west of Costessey are unlikely to travel through the area. Nansa could have another feature. Include small community initiatives like post box toppers and school activities.

**To review how we livestream meetings**

**CO17/22:** Youtube viewings were in single figures since the switch was made from Facebook. It was not possible to connect zoom to both simultaneously. Attendees via the zoom meeting room were few and far between. No in-depth research had been made. Youtube did not support comments.

**RECOMMENDED TO FULL COUNCIL that live streamed meetings revert to Facebook.**

**To confirm the date of the next meeting**

**CO18/22:** It was agreed to schedule the next meeting as a when needed

**CO19/22:** The meeting finished at 8.40pm.

**Chairman:**

**Date:**