**Minutes of the Communications Committee 13th February 2025 held at the Civic Hall, Uppermill.**

**Present:** Cllrs S. Al-Hamdani (Chairman), H. Bishop, A. Marland, B Beeley (observing).

**449. Apologies for absence:** CllrsL. Dawson, M. Powell.

Absent: Cllr M. Birchall.

**450. Declarations of interest** None were declared

**451. To approve the minutes of the meeting held 7th January 2025**

The minutes were accepted as a true record and signed at the meeting by the Chairman. Proposed Cllr Marland, seconded Cllr Al-Hamdani.

**452. Dedicated Events Website Update**

The Clerk advised the charges from Easy Websites would be £125 plus vat per page plus a monthly hosting charge of £25.30 plus vat. They also recommend an online booking company linked to the website who charge £10 per month. <https://hallbookingonline.com/>

It was agreed the Clerk would request a trial page for the online booking company.

It was agreed we would probably need about 4-5 pages maximum for this website and that it could be funded from the current year’s budget underspend.

It was resolved the Clerk contact Easy Websites to initiate the implementation of the new website and to arrange a meeting with them and the committee to discuss further. Proposed Cllr Bishop, seconded Cllr Al-Hamdani, carried.

The annual cost of running the website, £370, would be covered under the emerging priorities budget. Proposed Cllr Al-Hamdani, seconded Cllr Bishop, carried.

It was agreed Cllr Al-Hamdani would contact the copywriter with a view to writing 10 articles on weddings to be added to the website once it is up and running.

The Clerk confirmed she had received back 2 very positive testimonials from previous wedding hirers which could also be added to the website.

There was discussion around how the website is marketed to ensure those searching for wedding venues in Saddleworth are directed to the new website.

**453. Civic Hall Promotion**

This agenda item has been covered above.

**454 Fundraising Merchandise**

**-Designs and Pricing Items**

Each member had been tasked to provide prices for different items and these were discussed. It was agreed it would be a good idea to approach just one company who could produce all these items with the same artwork, thus making it more cost effective. Cllr Marland would contact Racey Graphics and feedback prices at the next meeting

The Clerk was asked to get a quote for 500 enamel badges and feedback at the next meeting.

Cllr Al-Hamdani advised he had not yet converted the designs yet and asked for ideas for each iconic view of Saddleworth. These were discussed and views suggested. The Clerk was asked to check whether these fundraising ideas could be advertised on the Parish Council website as there are some restrictions which may prevent this.

Cllr Bishop wished to discuss plans to hold a VE celebration day at the Civic Hall on Thursday 8th May in the afternoon. There was some discussion around this and it was agreed to hold a separate meeting to make the final arrangements on Wednesday 19th March at 7pm.

**455. Items for the next agenda**

Events website & Civic Hall promotion

Fundraising Merchandise

**Date of next meeting:** TBC following Annual meeting in May