



EGGLESCLIFFE & EAGLESCLIFFE COUNCIL

MINUTES FROM A MEETING OF THE PUBLIC RELATIONS COMMITTEE, COMMENCING AT 6.30pm ON MONDAY 29th SEPTEMBER 2025

PRESENT: Cllrs J Fletcher, & Cllr K Roebuck & R Richardson Cllr Dr Ramsay as observer.
N Ironside – Clerk to the Council

APOLOGIES: Cllr M de Launay

Note: A New Chair was due to be appointed but with Cllr deLaunay unable to make the meeting it was decided to defer to the next meeting. Cllr Richardson acted as Chair for tonight's meeting. Cllr Collier has expressed an interest in joining the PR committee as has new Cllr Dr Ramsay. Both will need nominating and seconded onto the committee.

13/25 MINUTES FROM 17th MARCH 2025 MEETING

Approved & signed

14/25 WEBSITE CONTENT & MANAGEMENT / IT UPGRADE

Website – the new webs designer shared the first vision of the website earlier in the day so it was sent to all council for comments. Cllr de Launay provided an initial assessment of the new website. To discuss further at the council meeting with all Cllrs 2nd October 2025
New Cllr and Clerk Email addresses – to introduce before newsletter.

IT – Software - Cllr Roebuck sourced microsoft 365 for the office laptop and installed on the current laptop awaiting upgrade. Clerk suggested waiting now for the new Clerk to see their preference for an updated laptop

Mobile phone – Cllr Roebuck to source and let the Clerk purchase.

RESOLVED: Cllr roebuck to continue to identify a mobile phone and number for the Clerk/office with the laptop to be considered with the new Clerk.

15/25 AUTUMN NEWSLETTER

Printing and distribution – Clerk to contact previous distributor. Since the meeting has confirmed rice for printing and distribution as spring. There is a saving on this budget as the spring newsletter was delivered with the grant funded Neighbourhood Plan newsletter. £525 for printing 4500 colour A4 newsletters & £130 per 1000 deliveries tracked. The contractor will flag issues from spring where it appears a number of households did not receive a spring newsletter. Clerk to check with SBC the current number of households in the parish.

Deadlines – 16th October to circulate the draft to full council for comment.
23rd October Newsletter final draft to print
w/c 3rd November – delivery target date for newsletter.

Articles

P1 – Remembrance Sunday (clerk) /word of welcome from Chair (KR)

Piece on Bicentenary celebrations and plaques (JF)

P2 & 3 – links to Local Venues (Halls) /Allotments/ Community Awards/Bicentenary Fete
feedback article and plans to hold a village fete July 2025/piece from eaglescliffe litter
picking group/

P4 – Contact Councillors including vacancies / Useful Contacts/Comments with QR code.

16/25 BICENTENARY S&DR 1825 COMMEMORATIVE PLAQUES

Cllr Fletcher & Clerk still waiting for response from Friends of S&DR regarding an option of joint working to produce plaques. Clerk to place an A3 laminated poster in the Chaldron Way notice board explaining the reasons behind the street names on the Kingsmead estate. This item is on the agenda for the 2nd October council meeting later in the week.

RESOLVED:Cllr Fletcher & Clerk continue with actions above.

17/25 ANY OTHER PR BUSINESS

None

There being no further business, the meeting closed at 7.38 pm

Next meeting proposed for Monday 13th October at 6.00pm prior to the Recreation Committee Meeting.

Signed R. J. Belton Committee Chairman Date 13/10/25