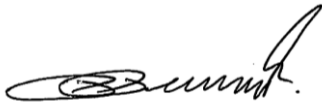


**HUNTINGDON TOWN COUNCIL**  
**LEISURE AND COMMUNITY SERVICES COMMITTEE**

To; All Members of Huntingdon Town Council.

**YOU ARE HEREBY SUMMONSED TO ATTEND**  
a meeting of the  
**LEISURE AND COMMUNITY SERVICES COMMITTEE**  
to be held in  
**VIRTUALLY VIA ZOOM**  
**Press & Members of the Public**  
**please see note on how to access at bottom of this Agenda**  
on  
**THURSDAY 5<sup>TH</sup> AUGUST 2021 at 6:30pm**



**PHILIP PEACOCK**  
**TOWN CLERK**

30<sup>th</sup> July 2021

Town Hall  
Market Hill  
Huntingdon  
PE29 3PJ

**AGENDA**

1. **APOLOGIES FOR ABSENCE**  
To receive any apologies for absence
2. **APPOINTMENT OF VICE CHAIRMAN**  
To appoint a Vice Chairman to the Committee for the local government year 2021/22
3. **DECLARATIONS OF INTEREST**  
To receive declarations of interest in items on the agenda (see notes below)
4. **PUBLIC ADDRESS**  
To hear any address to the Committee from members of the public on matters within its responsibility
5. **MINUTES**  
To receive and approve the minutes of the meeting of the Leisure & Community Services Committee held on 22<sup>nd</sup> April 2021 (M2) (attached)

6. **RECOMMENDATIONS OF SUB COMMITTEES**

To receive and approve recommendations in the minutes of the Media Sub Committee meetings held on: (M8) 23<sup>rd</sup> January 2020, (M9) 13<sup>th</sup> February 2020, (M10) 16<sup>th</sup> July 2020, (M11) 6<sup>th</sup> August 2020, (M12) 20<sup>th</sup> August 2020, (M13) 8<sup>th</sup> October 2020, (M1) 22<sup>nd</sup> October 2020, (M2) 12<sup>th</sup> November 2020, (M3) 14<sup>th</sup> January 2021, (M4) 28<sup>th</sup> January 2021, (M5) 11<sup>th</sup> February 2021 and (M6) 29<sup>th</sup> April 2021.

7. **APPOINTMENT OF SUB-COMMITTEES**

To appoint the following Sub-Committees for the ensuing local government year and the membership thereof:

- i) Media Sub Committee: To appoint 9 Members to the Media Sub Committee for the ensuing local government year
- ii) Leisure Development Sub Committee: To appoint 9 Members to the Leisure Development Sub Committee for the ensuing local government year
- iii) Neighbourhood Plan Sub Committee: To appoint 9 Members to the Neighbourhood Plan Sub Committee for the ensuing local government year

7. **LOCAL HIGHTWAY IMPROVEMENTS (LHI)**

To receive a verbal update regarding the proposed improvements for the Local Highway Improvements 2021

8. **HUNTINGDON IN BLOOM**

To receive a verbal update on Huntingdon in Bloom

9. **FARMER'S/CRAFT MARKET**

To discuss the introduction of a fortnightly Farmer's/Craft Market

10. **OPEN SPACE**

To receive a verbal update on open space

11. **DATE & AGENDA OF THE NEXT MEETING**

Date TBC at the Town Hall, Market Hill, Huntingdon

This meeting will be serviced by the Town Clerk – 01480 410383
--

Copies for information to:

District Councillors; County Councillors; The Chairman and Chief Executive of Huntingdonshire District Council; The Press; Huntingdon Public Library and the Police.

Notes

(1) Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or

voted on.

(2) A Member has a disclosable pecuniary interest if it

(a) relates to you, or

(b) is an interest of -

(i) your spouse or civil partner; or (ii) a person with whom you are living as husband and wife; or (iii) a person with whom you are living as if you were civil partners and you are aware that the other person has the interest.

(3) Disclosable pecuniary interests includes -

(a) any employment or profession carried out for profit or gain;

(b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);

(c) any current contracts with the Council;

(d) any beneficial interest in land/property within the Council's area;

(e) any licence for a month or longer to occupy land in the Council's area;

(f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or

(g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

#### B. Other Interests

(4) If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.

(5) A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where -

(a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Council's administrative area, or

(b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association and that interest is not a disclosable pecuniary interest.

**For Members of the Public or Press to join the Zoom meeting, you will require an access number / code. Please email [town.council@huntingdowntown.gov.uk](mailto:town.council@huntingdowntown.gov.uk) to request this access, stating your name and address and business(if applicable) please. You will be emailed the access details**

<p style="text-align:center"><b><u>HUNTINGDON TOWN COUNCIL</u></b></p> <p style="text-align:center"><b><u>LEISURE AND COMMUNITY SERVICES COMMITTEE</u></b></p>
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A meeting of the Leisure & Community Services Committee was held virtually over Zoom Video Conference on Thursday 22<sup>nd</sup> April 2021 at 6.30pm.

Present: Councillors: M Baker; A Beevor; A Blackwell; J Cole; C Doyle; S Gifford; V Hufford; M Kadewere; P Kadewere; P Kennington; B Luckham; A McAdam; S McAdam; P Pearce; T Shrapnel (Vice-Chairman); S Sweek; K Webb.

In attendance: Mr Chris Jordan

Ahead of the meeting, Cllr M Kadewere was invited to make her Declaration of Acceptance of Office. Members congratulated Cllr Kadewere and welcomed her to the Town Council.

10. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors P Brown and T Sanderson.

11. **DECLARATIONS OF INTEREST**

There were none.

12. **PUBLIC ADDRESS**

There were none.

13. **MINUTES**

Copies of the minutes of the Leisure and Community Services Committee meeting held on 25<sup>th</sup> February 2021 (M1) had been circulated to Members before the meeting, the draft having received informal approval by the Chairman. It was noted that Cllr Brown should be listed as having submitted apologies and not 'absent'.

It was then proposed, seconded and

**RESOLVED** to approve the minutes subject to the above amendment, which would be signed by the Chairman at a later date.

14. **HEAD GROUNDSMAN UPDATE**

The Town Clerk updated Members on the following:

- The Estates Team had been working on grass cutting on both the HTC and CCC

sites.

- The skate park has been repainted.
- The storage unit in Bloomfield Park had been relocated to the depot to discourage anti-social behaviour in the park.
- The summer bedding would be planted in May/June 2021.
- Grass seed was being planted at the crematorium site.
- Extra litter picking was being done over the weekends.
- All of the Estates Team staff were being regularly COVID tested at the Coneygear site and had all tested negative.

A Member noted that residents in Hartford had expressed interest in getting involved with planting in the area.

Members questioned if a theme had been decided for the summer floral displays. The Town Clerk informed Members that the theme was the anniversary of the fire service.

A Member questioned if HTC could plant the pots at Mayfield Shops previously managed by OCAG. It was explained that the Council would liaise OCAG regarding the planting in this area.

#### 15. **CONEYGEAR CENTRE MANAGER UPDATE**

The Town Clerk Members on the following:

- CCC had agreed to extend the Supporting Older People Project (SOPP) until the end of the year.
- It was planned to invite some seniors back to the centre for outdoor activities in June.
- The lateral flow testing at the Centre had been extended until 19<sup>th</sup> June and may then move into the Coneygear overflow car park.
- Groups were slowly returning to the Centre. Social bookings were not expected to return until later in 2021.
- Families attending the 'teepees for hope' project had been working on a fairy garden in the park.
- The park had been busy during the warmer weather. There had also been a rise in anti-social behaviour. A PSPO to ban alcohol had been suggested.
- A grant for £12,000 had been received, and it was planned to be spent on a retractable awning for the centre.

Members noted the report with thanks.

#### 16. **HUNTINGDON IN BLOOM**

The Town Clerk informed Members that HTC would be entering the virtual Anglia In Bloom competition and would be submitting photographs for all categories. It was also noted that Huntingdon would be representing Anglia in the RHS building communities project.

#### 17. **DATE & AGENDA OF NEXT MEETING**

The date of the next meeting of the Leisure & Community Services Committee was noted as to be confirmed.

**CHAIRMAN**

**HUNTINGDON TOWN COUNCIL****MEDIA SUB COMMITTEE**

A meeting of the Media Sub Committee was held at Huntingdon Town Hall, Market Hill, Huntingdon on Thursday 23<sup>rd</sup> January 2020 at 6.30pm

Present: Councillors: J Cole; C Doyle; P Kennington; P Pearce; T Shrapnel

In Attendance: Councillors P Brown; S McAdam (Ex officio) and K Webb (Ex Officio)

Absent: Councillors P Kadewere and S Sweek.

48. **APOLOGIES FOR ABSENCE**

There were none.

49. **DECLARATIONS OF INTEREST**

There were none.

50. **PUBLIC ADDRESS**

There were none.

51. **MINUTES**

Copies of the minutes of the Media Sub Committee meeting held on 9<sup>th</sup> January 2020 (M7) had been circulated, following their informal approval by the Chairman.

It was

**RESOLVED** that these minutes were a correct record and they were duly signed by the Chairman.

52. **HUNTINGDON ISSUE 18**

The Chairman invited the Amenities Officer to run through the proposed contents break down for Huntingdon magazine, Issue 18.

Front Cover – The Front cover would feature photo of Coneygear centre opening or spring flowers as a back-up.

A banner would read: opening of new Coneygear centre

Page 2 – This page would have a scan awareness article part 4 – this had been received but would be added into the next draft

Page 3 – This page would contain the contents, the Town Clerk's welcome message and the committee and publisher details.

Page 4 – This page had a Councillor Profile from Cllr Mike Baker. A Member recommended the final sentence be amended to read “I became involved...”

As the deadline for the magazine has been changed to 18<sup>th</sup> February 2020, the pancake flipathon article would be replaced with ‘community news’

*It was noted that the next meeting of the Media Sub Committee was 13<sup>th</sup> February 2020.*

Page 5 – This page would include a full page of meeting updates from the standing committees: Leisure & Community Services Committee, Finance Committee, Strategy & Corporate Plan Committee and Planning Committee.

Page 6 – This page was allocated for a half page article from the Environment Sub Committee provided by Corporate Officer. A quarter advert was booked by ‘The Garden Guys’ and the Democratic Office was awaiting artwork.

Page 7 – A write up on the public consultation for the new depot building and an update on the Crematorium project would be included on this page.

Page 8 – This page had a half page for Huntingdon In Bloom. Half page would be News from the Heads Groundsman.

Page 9 – This page would include News from Huntingdon Library and the Mayor’s Fundraising News. The Mayor was reminded to send this article to the Democratic Officer

Page 10 – The double page spread would feature a whole page write up of the opening of the new Coneygear Centre on page 10, page it was advised that the deadline would be tight for this article as the event is close to the print deadline.

Page 11 – The second half of the double page spread was allocated for information on Coneygear Seniors Launch. The Democratic Officer had suggested the second half page be allocated to either HGTA or Community News.

Page 12 – This page was almost ready and only required a photo of the Pensioners Christmas Lunch review.

Page 13 – This page was reserved for an article from Shakespeare at the George on their 2020 production of *Twelfth Night*. The second half of the page had an article Huntingdonshire Beekeepers Association.

Page 14 – This page would feature a half-page article from the Cromwell Museum on the re-opening of the Museum following the refurbishment. The second half of the page was an article titled ‘progress at the Commemoration Hall’.

Page 15 – This page would feature an article on the Riverside Gala, as the event was taking place on 6<sup>th</sup> June and would be too early for the June issue. The second half of the page was reserved for a potential advert.

Page 16 – This page would feature a half page article on weddings at the Town Hall, as the magazine would come out at the beginning of the wedding season. The second half of the page would include the Councillor’s attendance report. This was being drafted to included attendance from May 2019 – January 2020.

Page 17 – On the first half of page 17, a quarter page article on the Annual Town Meeting and a quarter page article on Annual Town Council meeting (Mayor Making) would be featured.

The second half of the page would include the Mayor's Community Shield form.

Page 18 – This page would include the standard Forthcoming Council Meetings and Events.

Page 19 – This page would include the standard Who's Who at the Council.

Page 20 – The final page was reserved for an advert.

Members asked for the following to be considered for content

- Make a big deal for Coneygear Centre opening – suggest open bbq
- newsletter doesn't cost residents
- Reference sale of Medway centre
- Council tax rise – Town Council
- Ongoing running costs of new centre, carbon footprint, eco-friendly.

### 53. **MAGAZINE DELIVERY REPORT**

Members had before them a written report from The Artworks and Democratic Officer detailing the delivery of Huntingdon magazine to residents.

Members did not feel that at this time the GPS would be suitable and therefore have deferred approval of any further expenditure.

It was proposed, seconded and **RESOLVED** that Members would like to meet with a representative from The Artworks to discuss the contract between HTC and The Artworks and the issue of non-deliveries to residences within the town.

### 54. **DATE & AGENDA OF THE NEXT MEETING**

The date of the next meeting was noted as Thursday 13<sup>th</sup> January 2020 at Huntingdon Town Hall, Market Hill, Huntingdon.

<b>ITEM NO.</b>	<b>ACTION</b>	<b>WHO'S RESPONSIBLE</b>	<b>UPDATE</b>
46	Democratic Officer to invite The Artworks to attend a meeting of the Media Sub Committee	The Democratic Officer	
46.	Democratic Officer or The Artworks to provide a copy of the contract between HTC and The Artworks	The Democratic Officer	

**CHAIRMAN**



**HUNTINGDON TOWN COUNCIL****MEDIA SUB COMMITTEE**

A meeting of the Media Sub Committee was held at Huntingdon Town Hall, Market Hill, Huntingdon on Thursday 13<sup>th</sup> February 2020 at 5.30pm

Present: Councillors: J Cole; C Doyle; P Kadewere; P Kennington; P Pearce and T Shrapnel

In Attendance: Councillors P Brown; V Hufford and K Webb (Ex Officio)

*Clerk's note: Councillor T Shrapnel arrived at the meeting at 5.45pm, the Vice Chairman Councillor P Kadewere opened the meeting.*

55. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor S Sweek.

56. **DECLARATIONS OF INTEREST**

There were none.

57. **PUBLIC ADDRESS**

A Member wished to speak. It was proposed, seconded and

**RESOLVED** to adjourn the meeting.

A Member raised that they would like badges, ties and scarves to wear for Council events. It was noted that robes were suggested at a previous Town Council Meeting. It was advised it was more appropriate to raise this at a Finance Committee or Town Council meeting.

A Member asked whether it was required for organisations who received an award from the Grants Sub Committee to display a plaque, thanking Huntingdon Town Council. It was advised that it wasn't a requirement, though a grant acknowledgement letter was required. If Members wished to update the grant scheme criteria, it would be more appropriate to raise at Grants Sub Committee or Finance Committee.

It was proposed, seconded and

**RESOLVED** to reconvene the meeting.

58. **MINUTES**

Copies of the minutes of the Media Sub Committee meeting held on 23<sup>rd</sup> January 2020 (M8) had been circulated, following their informal approval by the Chairman.

It was

**RESOLVED** that these minutes were a correct record and they were duly signed by the Chairman.

59. **HUNTINGDON ISSUE 18**

The Chairman invited the Democratic Officer to run through the final draft for Huntingdon magazine, Issue 18.

Front Cover – The front cover would feature photo of Coneygear Centre opening or spring flowers as a back-up. A banner would read: opening of new Coneygear Centre.

Page 2 – This page included a scam awareness article on common frauds and an advert from Safe Local Trades. It was noted this advert was the last booked advert for this quarter. Safe Local Trades would be approached to renew their bookings for the next four issues.

Page 3 – This page would contain the contents, the Town Clerk's welcome message and the committee and publisher details.

Page 4 – This page had a Councillor Profile from Cllr Mike Baker. Some typographical errors were highlighted, and it was recommended that a sentence would be added to let readers know Cllr Mike Baker was elected in September 2019. The second half of the page included a quarter page advert from The Garden Guys, it was noted that on investigation the website provided in the advert was 'for sale', the company had been contacted to clarify. If no response was received the advert would be removed from the issue. The other quarter page was an article on International Women's Day.

Page 5 – This page included a full page of meeting updates from the standing committees: Leisure & Community Services Committee, Finance Committee, Strategy & Corporate Plan Committee and Planning Committee.

Page 6 – This page featured a half page article from the Environment Sub Committee provided by Corporate Officer. The second half of the page included an article from the Godmanchester Food Bank.

Page 7 – This whole page included an article on Huntingdon Crematorium, including information about the public consultation for the new depot building.

Page 8 – This page featured a half page for Huntingdon In Bloom and a half page on News from the Heads Groundsman. The launch date for Huntingdon in Bloom would be confirmed with the Heads Groundman and added to the magazine.

Page 9 – This page included News from Huntingdon Library and the Mayor's Fundraising News. Photos from the Mayor's Ball were requested for the magazine.

Page 10 – The double page spread would feature a whole page write up of the opening of the new Coneygear Centre on page 10 and page 11 it was advised that the deadline would be tight for this article as the event is close to the print deadline. A photo montage of the Civic Opening would be included.

Page 11 – The second half of the double page spread was allocated for information on Coneygear Seniors Launch.

Page 12 – This page included the Pensioner's Summer Tea slip and the Pensioner's Christmas Dinner article. Members were requested to send in any photos for the Pensioner's

Christmas Dinner.

Page 13 – This page featured for an article from Shakespeare at the George on their 2020 production of *Twelfth Night*. The second half of the page had an article Huntingdonshire Beekeepers Association.

Page 14 – This page featured a half-page article from the Cromwell Museum on the re-opening of the Museum following the refurbishment. On the second half of the page was an article titled 'Progress at the Commemoration Hall'.

Page 15 – This page included a half page on Huntingdon Riverside Gala and a half page from BID Huntingdon.

Page 16 – This page included a half page on Huntingdon Town Hall Weddings, as the beginning of the wedding season was looming. The second half of the page included an article on Cambridge Science Festival.

Page 17 – On the first half of page 17, a quarter page article on the Annual Town Meeting and a quarter page article on Annual Town Council meeting (Mayor Making) was featured. The second half of the page included the Mayor's Community Shield form.

Page 18 – This page would include the standard Forthcoming Council Meetings and Events.

Page 19 – This page would include the standard Who's Who at the Council.

Page 20 – The final page would include a full page on Councillor's Attendance report.

Members were advised that the magazine goes to print on Tuesday 18<sup>th</sup> February, for delivery from 2<sup>nd</sup> March 2020.

60. **DATE & AGENDA OF THE NEXT MEETING**

The date of the next meeting was noted as Thursday 2<sup>nd</sup> April 2020 at Huntingdon Town Hall, Market Hill, Huntingdon.

<b>ITEM NO.</b>	<b>ACTION</b>	<b>WHO'S RESPONSIBLE</b>	<b>UPDATE</b>
46.	Democratic Officer to invite The Artworks to attend a meeting of the Media Sub Committee	The Democratic Officer	Members were presented with a report on deliveries at a previous meeting and did not approve to GPS track areas of delivery being missed. Due to budget limitations Royal Mail delivery was inaccessible. The current delivery company was deemed as satisfactory.
46.	Democratic Officer or The Artworks to provide a copy of the contract between HTC and The Artworks	The Democratic Officer	The Artworks do not have a contract with the deliverers.

**CHAIRMAN**

**HUNTINGDON TOWN COUNCIL****MEDIA SUB COMMITTEE**

A meeting of the Media Sub Committee was held virtually via Zoom Video Conference on Thursday 16<sup>th</sup> July 2020 at 6.30pm

Present: Councillors: J Cole; P Kennington; S McAdam (Ex-Officio); P Pearce; T Shrapnel (Chairman); S Sweek and K Webb (Ex-Officio).

Absent: Councillor P Kadewere.

In Attendance: Councillor V Hufford and 1 member of the public.

*Clerk's note: Chris Jordan left the meeting after item 65.*

61. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor C Doyle.

62. **DECLARATIONS OF INTEREST**

There were none.

63. **PUBLIC ADDRESS**

A Member wished to speak. It was proposed, seconded and

**RESOLVED** to adjourn the meeting.

Cllr Hufford shared some feedback regarding magazine deliveries. A social media survey was conducted in the Hinchingsbrooke area to gather feedback on residents had not received their magazine. It was advised that delivery was patchy and not consistent. Cllr Hufford confirmed she was happy to conduct the same survey following the distribution of the September issue. The Chairman advised that deliveries would be discussed later on this agenda.

It was proposed, seconded and

**RESOLVED** to reconvene the meeting.

64. **MINUTES**

Copies of the minutes of the Media Sub Committee meeting held on 13<sup>th</sup> February 2020 (M9) had been circulated, following their informal approval by the Chairman.

It was

**RESOLVED** that these minutes were a correct record and they would duly signed by the Chairman at a later date.

65. **HUNTINGDON ISSUE 20**

The Chairman invited the Democratic Officer to run through the content ideas and suggestions for Huntingdon magazine, Issue 20.

Front Cover – A photograph of the 3D floral display of the 400years anniversary of the voyage of the Mayflower was suggested.

Page 2 – This page would include a half page advert and half page editorial on scam awareness from Safe Local Trades.

Page 3 – This page would contain the contents, The Town Clerk's welcome message and the committee and publisher details.

Page 4 – The first half of the page was allocated for a staff/councillor profile. The Chairman suggested that a farewell and good luck message was included to the Amenities Officer who was leaving. The second half of the page was allocated for a update on COVID-19 for readers.

**ACTION 65.1** – Cllr T Shrapnel was actioned to write the farewell article, thanking the Amenities Officer.

Page 5 – This page would include a whole page update on Council Business and meetings overviews of the video conference meetings.

Page 6 – This whole page was allocated for an update on the Coneygear Centre, it could include a write up of the success of the Summer Brunch Club and how the local community had been supported.

Page 7 – First half of the page was allocated for an update on Hinchingsbrooke County Park. Members requested that the second half of the page was allocated for an article on anti-social behaviour at Bloomfield and Coneygear Park. It was advised that the article would be proactive and focus on what is being done to combat this issue, with requests for the public to report any issues to the Police.

Page 8 – This page was allocated for a half page article, News from the Head Groundsman, and a half page article on the grant applications for October 2020.

Page 9 – This page was to be allocated. Members suggested the following: HDC on fly tipping, Shopmobility, Cornerstone Care in Confidence and an article on community spirit.

Page 10 – The page was reserved for an article on Remembrance Sunday, it was advised that the event was still to be confirmed and required an update from the government with guidelines regarding public events during lock down. The second half of the page was allocated to the Commemoration Hall, though this was to be confirmed.

Page 11 – The page was reserved for a message from the outgoing Mayor and a half page regarding Mayor Making in October 2020.

**ACTION 65.2** – Cllr S McAdam was actioned to write the Mayor's Message.

Page 12 – The first half of this page was allocated to an update from Huntingdon Library. The second half of the page was to be allocated.

Page 13 – The first half of this page reserved for community content; the second half of the page would include an article on Town Hall weddings.

Page 14 – This whole page was reserved for News from Cromwell Museum.

Page 15 – This whole page was reserved for the Christmas Market; it was advised that this event was to be confirmed and would follow government guidelines.

Page 16 – This page was allocated to community news (to be confirmed), an advert from Howdens (to be confirmed) and an article on the Civic Carol Service. It was reiterated that a decision would be taken soon about Council events in the autumn.

Page 17 – This page was allocated for a half page article from Huntingdon Volunteer Centre and community news.

Page 18 – This page would include forthcoming council meetings and forthcoming events.

Page 19 – This page would include the standard Who's Who at the Council.

Page 20 – This page was reserved for an advert.

Members were advised that the contents deadline was Monday 3<sup>rd</sup> August 2020.

## 66. **DELIVERIES**

The Chairman highlighted that deliveries of Huntingdon magazine were still arising and asked Members for their comments and questions.

A Member commented that delivery was patchy, and several Councillors had not received their copy of the previous issue. The importance of maintaining a good professional relationship with The Artworks was highlighted, as the production of the magazine was of a very high standard. It was suggested that GPS tracking was revisited to highlight areas that were missed.

A Member suggested that HTC take over the management of the delivery of the magazine as someone should be held accountable. Alternatively, contact Archant to find out more about their delivery service. It was commented that Archant deliveries were not always reliable.

A Member asked whether the Post Office was approached. It was advised that a full report on Royal Mail deliveries was presented to a previous Media Sub Committee and the fee was double the annual budget.

A Member commented that local newsagents could be approached.

A Member commented that the magazine was high quality and included very relevant information for residents, however it was a challenge to ensure each household receive a copy at a reasonable cost.

The Democratic Officer noted that no complaints were received from residents following the distribution of issue 19. It was advised that The Artworks had provided two quotes from local distribution companies, each offered a very similar service to the current distribution provider. Each company provided an estimated number of copies to be delivered within a set time frame (2 – 4 weeks) but could not guarantee that every copy would be delivered. It was advised that a more detailed report could be provided at the next meeting.

A Member requested whether people could be directly hired to deliver the magazine. It was

advised that originally The Artworks hired deliverers to complete the routes, however it was difficult to fill the vacancies and some boxes of magazines were dumped in local parks. Then the decision was taken to move to a professional company.

It was proposed, seconded and

**RESOLVED** to discuss deliveries further following a more detailed report on distribution companies from the Democratic Officer.

**ACTION 66.1** – The Democratic Officer was actioned to liaise with The Artworks to create a detailed report on deliveries

67. **DATE & AGENDA OF THE NEXT MEETING**

The date of the next meeting was noted as Thursday 6<sup>th</sup> August 2020 at via Zoom Video Conference Call.

<b>ITEM NO.</b>	<b>ACTION</b>	<b>WHO'S RESPONSIBLE</b>	<b>DATE</b>
65.1	Cllr T Shrapnel was actioned to write the farewell article, thanking the Amenities Officer.	Cllr T Shrapnel	By 3 <sup>rd</sup> August 2020
65.2	Cllr S McAdam was actioned to write the Mayor's Message.	Cllr S McAdam	By 3 <sup>rd</sup> August 2020
66.1	The Democratic Officer was actioned to liaise with The Artworks to create a detailed report on deliveries	Democratic Officer	By 6 <sup>th</sup> August 2020

**CHAIRMAN**

**HUNTINGDON TOWN COUNCIL**

**MEDIA SUB COMMITTEE**

A meeting of the Media Sub Committee was held virtually via Zoom Video Conference on Thursday 6<sup>th</sup> August 2020 at 6.00pm

Present: Councillors: J Cole; C Doyle; P Kadewere; S McAdam (Ex-Officio); P Pearce; T Shrapnel (Chairman) and K Webb (Ex-Officio).

In Attendance: Councillor V Hufford

*Clerks note: Cllrs C Doyle and P Pearce joined the meeting at 6.15pm.*

68. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor S Sweek.

69. **DECLARATIONS OF INTEREST**

There were none.

70. **PUBLIC ADDRESS**

There were none.

71. **MINUTES**

Copies of the minutes of the Media Sub Committee meeting held on 16<sup>th</sup> July 2020 (M10) had been circulated, following their informal approval by the Chairman.

It was

**RESOLVED** that these minutes were a correct record and they would duly signed by the Chairman at a later date.

72. **HUNTINGDON ISSUE 20**

The Chairman invited the Democratic Officer to run through the first draft of Huntingdon magazine, Issue 20.

Front Cover – A photograph of the 3D floral display of the 400years anniversary of the voyage of the Mayflower was featured. It was noted that the banner would be updated to feature Mayor Making and the October round of the Community Grants Scheme.

Page 2 – This page included a half page advert and half page editorial on scam awareness from Safe Local Trades. It was advised that the current feature was the August update, however a September update may be sent through before the print deadline.

Page 3 – This page would contain the contents, The Town Clerk’s welcome message and the



committee and publisher details.

Page 4 – The first half of the page was allocated for a staff/councillor profile. The Chairman suggested that a farewell and good luck message was included to the Amenities Officer who was leaving. The second half of the page was allocated for a update on COVID-19 for readers. This would be added following the Recess Committee on 13<sup>th</sup> August 2020.

Page 5 – This page included a draft whole page update on Council Business and meetings overviews of the video conference meetings. The layout was noted as to be finalised, some photographs of the flower displays could be added to break up the text.

Page 6 – This whole page was allocated for an update on the Coneygear Centre, it could include a write up of the success of the Summer Brunch Club and how the local community had been supported since the last issue.

Page 7 – First half of the page included an update on Hinchingsbrooke County Park. Members requested that the second half of the page was allocated for an article on anti-social behaviour at Bloomfield and Coneygear Park. It was advised that the article would be proactive and focus on what is being done to combat this issue, with requests for the public to report any issues to the Police.

Page 8 – This page included two half page articles, News from the Head Groundsman, information on the grant applications for October 2020. A Member noted there was some errors in the Head Groundsman Update and was advised to email the list of corrections to the Democratic Officer.

**ACTION 72.1** – Cllr J Cole to email list of corrections to the Democratic Officer.

Page 9 – This page was featured a quarter page of the Hartford Smiley face, the remaining space was to be allocated. Members suggested the following: HDC on fly tipping, Shopmobility, Cornerstone Care in Confidence, Civic Society or Youth Superstar Awards.

Page 10 – The page was reserved for an article on Remembrance Sunday, it was advised that the event was still to be confirmed and required a decision from the Members at the Recess Committee on Thursday 13<sup>th</sup> August. The second half of the page was allocated to the Commemoration Hall, to be chased.

Page 11 – The page was reserved for a message from the outgoing Mayor and a half page regarding Mayor Making in October 2020.

Page 12 – The first half of this page featured an update from Huntingdon Library. It was noted that there may be some changes before the print deadline, depending on government guidelines. The second half of the page was to be allocated.

Page 13 – The first half of this page reserved for community content; the second half of the page included an article on Town Hall weddings.

Page 14 – This whole page was reserved for News from Cromwell Museum.

Page 15 – This whole page was reserved for the Christmas Market; this page would be confirmed following the Recess Committee.

Page 16 – This page was allocated to community news, an advert from Howdens (to be confirmed) and an article on the Civic Carol Service. It was reiterated that a decision would be

taken soon about Council events in the autumn.

Page 17 – This page was allocated for a half page article from Huntingdon Volunteer Centre and community news.

Page 18 – This page would include forthcoming council meetings and forthcoming events.

Page 19 – This page would include the standard Who's Who at the Council.

Page 20 – This page was reserved for an advert.

### 73. **DELIVERIES**

Members had before them a detailed report from the Democratic Officer on different options for delivery. The report contained the following information:

- Detailed background information on the history of the delivery complaints from Members and residents.
- Background information on three prior reports provided to Members over the last year.
- Budget considerations, including a break down of the costs of the magazine design, print and distribution.
- A comparison between the current delivery provider and two alternative options of local distributors.
- It was noted that Archant were contacted for information on their distribution service, more information was pending.

Members were asked to consider the delivery options in the report for budget considerations for the next financial year, as there was not enough in the current budget to change distributors. It was noted that the 2020/21 budget was reduced, due to less advertising revenue during the COVID-19 lockdown.

The Democratic Officer asked for any comments or questions.

A Member commented that the price of the current delivery provider was very cheap in comparison to the other providers.

Members had a lengthy discussion on local news agents providing a delivery service. The following points were made:

- A Member had approached a newsagent in Hartford that was very keen to provide a service.
- Members questioned whether news agents would have the reach and experience to achieve deliveries all over Huntingdon.
- Newsagents may have difficulty hiring local people for delivery jobs, delivery is less guaranteed than a professional distribution company.
- Members suggested linking up a number of newsagents for delivery in Huntingdon. There were concerns this may cause confusion and be difficult to organise.

A Member queried whether it was possible to trial a newsagent for delivery for the September issue, as there was no contract with the current delivery provider. It was confirmed this would not be possible due to lack of time to conduct the research and negotiations with the newsagents before the print deadline.

Members were advised to manage their expectations on magazine delivery within the budget.

It was highly unlikely that 100% delivery rate to every resident would be achieved within Huntingdon, as the town was ever expanding.

Members agreed to defer a decision until Officers had contacted local newsagents to find out more information. It was proposed, seconded and

**RESOLVED** to do so.

74. **DATE & AGENDA OF THE NEXT MEETING**

The date of the next meeting was noted as Thursday 20<sup>th</sup> August 2020 at via Zoom Video Conference Call.

<b>ITEM NO.</b>	<b>ACTION</b>	<b>WHO'S RESPONSIBLE</b>	<b>DATE</b>	<b>UPDATE</b>
65.1	Cllr T Shrapnel was actioned to write the farewell article, thanking the Amenities Officer.	Cllr T Shrapnel	By 3 <sup>rd</sup> August 2020	On-going
65.2	Cllr S McAdam was actioned to write the Mayor's Message.	Cllr S McAdam	By 3 <sup>rd</sup> August 2020	On-going
66.1	The Democratic Officer was actioned to liaise with The Artworks to create a detailed report on deliveries.	Democratic Officer	By 6 <sup>th</sup> August 2020	Completed
72.1	Cllr J Cole to email list of corrections to the Democratic Officer.	Cllr J Cole	By 20 <sup>th</sup> August	Completed

**CHAIRMAN**

**HUNTINGDON TOWN COUNCIL**

**MEDIA SUB COMMITTEE**

A meeting of the Media Sub Committee was held virtually via Zoom Video Conference on Thursday 20<sup>th</sup> August 2020 at 6.00pm

Present: Councillors: J Cole; C Doyle; P Kadewere; P Kennington; S McAdam (Ex-Officio); P Pearce; T Shrapnel (Chairman); and K Webb (Ex-Officio).

In Attendance: Councillor V Hufford

75. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor S Sweek.

76. **DECLARATIONS OF INTEREST**

There were none.

77. **PUBLIC ADDRESS**

A Member wished to speak. It was proposed, seconded and

**RESOLVED** to adjourn the meeting.

Cllr Hufford suggested that the Council should contact the proposed delivery companies directly to discuss delivery requirements, rather than communicating through The Artworks. Cllr Hufford also noted that when the September issue deliveries started, she would survey residents of her ward (Hinchingbrooke) to see if they were being received.

Cllr Pearce noted that at the VJ Day service that had taken place the previous weekend, councillors were not identifiable as it was a non-robed event. It was suggested that badges or similar with the town crest should be provided as a way for Members to identify themselves. Members were advised that this could be added to a relevant future agenda for discussion, but was not a matter for the Media Sub Committee.

It was then proposed, seconded and

**RESOLVED** to reconvene the meeting.

78. **MINUTES**

Copies of the minutes of the Media Sub Committee meeting held on 6th August 2020 (M11) had been circulated, following their informal approval by the Chairman.

It was

**RESOLVED** that these minutes were a correct record and they would be duly signed by the

Chairman at a later date.

79. **HUNTINGDON ISSUE 20**

An updated draft of the magazine had been circulated to Members. Members were advised that additional articles had since been added to fill the remaining gaps. It was also requested that Members email any typos found in the draft to the Office.

Members then discussed the following changes:

- Page 9 – Reword the title to 'Victory Over Japan'
- Page 13 – Members felt the Shopmobility article looked bland as it had no colour. It was requested that an image or colourful background be added.
- Page 17 – It was noted that the writer of this article was not credited.
- Page 19 – Members political parties had been removed from the 'Who's who' page due to purdah. It was requested that these be re-added.

80. **DATE & AGENDA OF THE NEXT MEETING**

The date of the next meeting was noted as Thursday 8<sup>th</sup> October 2020 via Zoom Video Conference Call.

**CHAIRMAN**

**HUNTINGDON TOWN COUNCIL****MEDIA SUB COMMITTEE**

A meeting of the Media Sub Committee was held virtually via Zoom Video Conference on Thursday 8<sup>th</sup> October 2020 at 6.00pm

Present: Councillors: P Brown; J Cole; P Kennington; T Shrapnel (Chairman); and K Webb (Ex-Officio).

In Attendance: Councillors S Gifford and V Hufford

81. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors C Doyle and S Sweek.

82. **DECLARATIONS OF INTEREST**

There were none.

83. **PUBLIC ADDRESS**

A Member wished to speak. It was proposed, seconded and

**RESOLVED** to adjourn the meeting.

Cllr Hufford informed Members that she was continuing to survey residents in her ward on if they were receiving the magazine. Other Members noted that they also had not received their copies. Members noted that it may be beneficial to work with the current delivery provider to fix the issues rather than moving to a new provider.

Members questioned if any responses had been received to the survey in the previous issue. One response had been received in support of continuing to receive physical copies of the magazine. It was noted that as deliveries had been later than usual for this issue, more responses may still come in.

Members requested that the issue of deliveries be on the agenda to discuss further at the next sub-committee meeting.

It was then proposed, seconded and

**RESOLVED** to reconvene the meeting.

84. **MINUTES**

Copies of the minutes of the Media Sub Committee meeting held on 20<sup>th</sup> August 2020 (M12) had been circulated, following their informal approval by the Chairman.

It was noted that Cllr Sweek was listed in both 'present' and 'apologies'. Subject to this amendment, it was

**RESOLVED** that these minutes were a correct record and they would be duly signed by the Chairman at a later date.

85. **HUNTINGDON ISSUE 21**

Members reviewed the content list of the December 2019 issue. It was noted that a lot of the content in this issue would normally be centered around Christmas events, which would not be going ahead this year due to the COVID-19 pandemic.

As Mayor Making delayed until October, the December issue would include information on the new Mayor and the Mayor's charity for the year.

The new Amenities Officer had joined the Office, so a staff profile would be included in this issue.

Members suggested seeking articles from a number of community groups, including Huntingdonshire Volunteer Centre, the Methodist church, and the Freemans trust. It was also suggested that information on any Christmas events that were still going ahead around the community could be included.

It was noted that a draft content list would be produced by the Office, and community articles would then be sought out to fill the remaining space.

86. **DATE & AGENDA OF THE NEXT MEETING**

The date of the next meeting was noted as Thursday 8<sup>th</sup> October 2020 via Zoom Video Conference Call.

**CHAIRMAN**

**HUNTINGDON TOWN COUNCIL****MEDIA SUB COMMITTEE**

A meeting of the Media Sub Committee was held virtually via Zoom Video Conference on Thursday 22<sup>nd</sup> October 2020 at 6.00pm

Present: Councillors: P Brown; J Cole; P Kadewere (Vice Chairman); P Kennington; and K Webb (Ex-Officio).

In Attendance: V Hufford

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors T Shrapnel and S Sweek.

2. **MINUTES**

Copies of the minutes of the Media Sub Committee meeting held on 8<sup>th</sup> October 2020 (M13) had been circulated, following their informal approval by the Chairman.

It was noted that Cllr Kadewere's apologies had not been noted. Subject to this amendment, it was

**RESOLVED** that these minutes were a correct record and they would be duly signed by the Chairman at a later date.

3. **DECLARATIONS OF INTEREST**

There were none.

4. **PUBLIC ADDRESS**

There was none.

5. **HUNTINGDON ISSUE 21**

Members received a draft of Huntingdon issue 21. It was explained that most of the space had now been allocated and the remaining articles would be chased.

The following amendments were discussed:

- Remove Cllr Alice Sedgwick from the list of Members and replace with the new Councillor after their co-option on 29th October 2020.
- Amend Teresa's staff profile to read the Town Hall is 'closed to the public' rather than 'shut'.

A Member asked if any adverts had been booked for this issue. It was noted that one advert had been provisionally booked, but more would be chased up in the following weeks.



Members were encouraged to pass details of anyone they may be aware of that was interested in advertising to the office.

6. **DELIVERIES**

Members discussed the ongoing issue of undelivered copies of the magazine. Some Members noted that they had not received their copies of the previous issue. It was also noted that no members of the public had contacted the office to report not receiving copies.

Members asked if any more responses to the survey in the previous issue had been received. It was noted that no more were received, but many residents may be less likely to complete and return a paper questionnaire. It was suggested that the Town Council social media pages were used to get an idea of how widespread the deliveries issue was.

Members requested that deliveries be regularly included on Media Sub Committee agendas so the issue could be monitored.

7. **DATE & AGENDA OF THE NEXT MEETING**

The date of the next meeting was noted as Thursday 12<sup>th</sup> November 2020 via Zoom Video Conference Call.

**CHAIRMAN**

**HUNTINGDON TOWN COUNCIL****MEDIA SUB COMMITTEE**

A meeting of the Media Sub Committee was held virtually via Zoom Video Conference on Thursday 12<sup>th</sup> November 2020 at 6.00pm

Present: Councillors: C Doyle; S Gifford; P Kadewere; P Kennington (Ex-Officio); A McAdam; S McAdam; P Pearce; T Shrapnel (Chairman); S Sweek and K Webb (Ex-Officio).

In Attendance: V Hufford

8. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor J Cole.

9. **MINUTES**

Copies of the minutes of the Media Sub Committee meeting held on 22<sup>nd</sup> October 2020 (M1) had been circulated, following their informal approval by the Chairman.

It was noted that Cllrs Kennington and Webb should be listed as ex-officio, and Cllr Doyle should be listed as present. Subject to these amendments, it was

**RESOLVED** that these minutes were a correct record and they would be duly signed by the Chairman at a later date.

10. **DECLARATIONS OF INTEREST**

There were none.

11. **PUBLIC ADDRESS**

The Chairman asked Members and members of the public whether they would like to address the meeting. A Member expressed that they wished to speak, and it was proposed, seconded and

**RESOLVED** to adjourn the meeting.

Cllr Shrapnel noted that updated were needed to the Town Council website. It was explained that updated were delayed due to staff shortages but that updated were scheduled to take place.

Members also briefly discussed the ongoing delivery issues with the magazine. Cllr Hufford noted that she would continue to monitor if residents were receiving their copies in her ward.

Cllr McAdam highlighted the additional funds proposed for the website in the 2021/22 budget and questioned if the website running costs had increased. It was explained that the additional

funds were a precaution in case major changes were needed to ensure the site complied with the updated accessibility legislation.

The Chairman thanked Members for their comments and with no further questions, it was proposed, seconded and

**RESOLVED** to reconvene.

12. **HUNTINGDON ISSUE 21**

Members received the latest draft of issue 21. It was explained that the Artworks was currently working on an updated draft to correct typos etc before printing. It was noted that the only outstanding articles were the Cromwell Museum and Head Groundsman's updates, and these were expected to be received the following day.

It was also noted that space had been put aside for an advertisement for Hartford Village Shop, but no content had been received for this. It was explained that if this was not received, there was a back-up scam awareness article that could fill this space.

Members were informed that the magazine was going to print the following Monday, and it was requested that any amendments should be sent to the Office before then.

Members requested an image that showed the Town Hall Christmas decorations for the front cover. Cllr Webb noted that he had taken some photos that could be used and offered to send them over.

13. **DATE & AGENDA OF THE NEXT MEETING**

The date of the next meeting was noted as TBC.

**CHAIRMAN**

**HUNTINGDON TOWN COUNCIL****MEDIA SUB COMMITTEE**

A meeting of the Media Sub Committee was held virtually via Zoom Video Conference on Thursday 14<sup>th</sup> January 2021 at 6.00pm

Present: Councillors: J Cole; C Doyle (arrived 6.30pm); P Kadewere; P Kennington (Ex-Officio); A McAdam; S McAdam; P Pearce; T Shrapnel (Chairman) and K Webb (Ex-Officio).

In Attendance: Councillor V Hufford, Jermaine Cayenne and Nigel Ashman of Archant Publishing Group

14. **APOLOGIES FOR ABSENCE**

There were none.

15. **MINUTES**

Copies of the minutes of the Media Sub Committee meeting held on 12<sup>th</sup> November 2020 (M2) had been circulated, following their informal approval by the Chairman.

With no comments, it was proposed, seconded and

**RESOLVED** that these minutes were a correct record and they would be duly signed by the Chairman at a later date.

16. **DECLARATIONS OF INTEREST**

There were none.

17. **PUBLIC ADDRESS**

The Chairman asked Members and members of the public whether they would like to address the meeting. A Member expressed that they wished to speak, and it was proposed, seconded and

**RESOLVED** to adjourn the meeting.

Councillor Hufford encouraged Members to formally discuss delivery issues relating to Huntingdon magazine at a future meeting to address the ongoing problem with non-deliveries. The Chairman highlighted that representatives from Archant were in attendance at the meeting to present on delivery options with the Hunts Post newspaper. Another Member suggested that the issue of non-delivery should be discussed after receiving the presentation.

With no further comments, the Chairman gave thanks to Hayley Burns for her exemplary temporary support with the creation of Huntingdon magazine. All Members showed their appreciation to Hayley for her recent work.

The Chairman thanked Members for their comments and with no further questions, it was proposed, seconded and

**RESOLVED** to reconvene.

18. **HUNTS POST**

The Chairman welcomed Jermaine Cayenne and Nigel Ashman from Archant to present on delivery options for Huntingdon magazine.

Jermaine referred the meeting to a presentation, which highlighted delivery postcode areas in Huntingdon, the areas currently receiving Huntingdon magazine along with the gaps in the number of residential and business letterboxes, and the costs associated with Archant's delivery offer.

Members were advised that based on the Council's current delivery costings, Archant could offer a delivery service at a reduced cost per 1000 copies of Huntingdon magazine to the current provider and advised that design and print services could be offered too.

Jermaine told Members that Archant's mapping software would calculate all delivery postcodes to be covered, and that if 100% coverage was required across all residential and/or business addresses in Huntingdon, this would be achieved. Members were also told that delivery per issue would be achieved within a week of distribution.

Members asked Jermaine about issues with receiving copies of the Hunts Post and it was highlighted that Archant was due to increase its distribution across Huntingdonshire from 50% to 75% as of 3<sup>rd</sup> February 2021. Jermaine suggested that if Members were happy to share their postcodes, the distribution team could investigate any non-deliveries. Members were also told, that as part of their delivery service, Archant had a dedicated team to deal with missing publication copies.

A Member asked how Archant could provide reassurance that all copies would be received by residents, and Jermaine confirmed that if the Council was to award a contract for 100% postcode coverage, Archant would ensure every residential and/or business address; dependent on the contract; received a copy. This would be tracked via their mapping and distribution software.

*Clerk's Note: Councillor Doyle joined the meeting at 6.30pm*

Finally, Jermaine was asked that should the Council wish to proceed with Archant, could a contract be subject to a trial period. Jermaine confirmed that a trial period would be agreeable.

With no further questions, the Chairman thanked Jermaine and Nigel for their time and they left the meeting.

Members discussed the presentation and said that they could see the benefit of working with Archant but had concerns over the number of issues currently printed and the level of coverage it would achieve. Members agreed that if they were to proceed with a contract, it would have to be based on a 100% coverage deal, and the number of copies currently printed would need to increase.

Members were reminded that Hartford Village Shop had expressed interest in delivering Huntingdon magazine, but Officers confirmed that no direct contact had been made by the

shop to the Council. One Member expressed concerns about the shop's capacity to fulfil the Council's extensive delivery requirements and it was agreed that if the shop contacted the Office, the option could be investigated. In the meantime, it was proposed, seconded and

**RESOLVED** to inform the current Deliverers that they could continue to deliver the March 2021 issue as a last chance to resolve the ongoing non-delivery issues and in the meantime, formally request a quote from Archant for both print and delivery costs. Should the current deliverers fail to satisfy the required standard with the March issue, and subject to costs, Archant would be offered a trial delivery for the June 2021 issue ahead of offering a new contract for either delivery only or print and delivery at a later date.

It was suggested that to ensure future budgets were set in accordance with the Sub Committee's aims, it would be sensible to include a budget item on future agendas each September. A budget recommendation for the next financial year could then be submitted for consideration ahead of the Council's annual budget setting.

## 19. **HUNTINGDON ISSUE 22**

Members considered items to be included in Issue 22 of Huntingdon magazine and discussed articles that they thought would be topical and helpful for residents:

- Local nature areas and walks
- Updates from local Schools, namely Hartford, Spring Common, Stukeley Meadows and St Peters
- Local Community Heroes – The Chairman proposed to feature Councillor Kadewere's efforts in the community over the Christmas period and to provide support to those affected by the pandemic via numerous projects.

*Clerk's Note: Due to the forthcoming County Council Elections in May 2021, the March issue of Huntingdon magazine will fall within the period of Purdah and therefore the article featuring Councillor Kadewere will need to be postponed.*

- Huntingdon Community Group's and Dreamdrops computer appeal for children
- Food Bank updates
- Library updates
- Commemoration Hall updates
- Business Improvement District (BID) update
- Huntingdonshire District Council (HDC) flooding/emergency community support
- Scams awareness specifically relating to COVID 19
- Pensioners' Tea article – postponed event
- Riverside Gala details
- Readers' feedback response slip

Additionally to these items, Members were advised that the following items would appear as standard in the March issue:

- Welcome message from the Town Clerk
- Councillor Profile – Councillor Phil Pearce

*Clerk's Note: Due to the forthcoming County Council Elections in May 2021, the March issue of Huntingdon magazine will fall within the period of Purdah and therefore the article featuring Councillor Pearce will need to be postponed.*

- Meetings Overview
- Crematorium and Depot update
- News from the Head Groundsman
- News from the Coneygear Centre
- Mayor's Fundraising/Update from the Mayor
- Cromwell Museum
- Town Hall Weddings update
- Councillor meetings attendance
- Mayor Making
- Mayor's Community Shield Award Nominations
- Forthcoming meetings
- Forthcoming events
- Who's Who at the Council

It was also agreed that the theme for the front cover could be Spring flowers.

With no further content suggestions, Members were asked to submit any articles by Friday 22<sup>nd</sup> January to allow for a first draft to be presented at the next meeting.

20. **DATE & AGENDA OF THE NEXT MEETING**

The date of the next meeting was noted as Thursday 28<sup>th</sup> January 2021.

**CHAIRMAN**

**HUNTINGDON TOWN COUNCIL****MEDIA SUB COMMITTEE**

A meeting of the Media Sub Committee was held virtually via Zoom Video Conference on Thursday 24<sup>th</sup> January 2021 at 6.00pm

Present: Councillors: J Cole; C Doyle; P Kadewere; P Kennington (Ex-Officio); A McAdam; S McAdam; P Pearce; T Shrapnel (Chairman); S Sweek and K Webb (Ex-Officio).

In Attendance: Councillor A Beevor; S Gifford and V Hufford

21. **APOLOGIES FOR ABSENCE**

There were none.

22. **MINUTES**

Copies of the minutes of the Media Sub Committee meeting held on 14<sup>th</sup> January 2021 (M3) had been circulated, following their informal approval by the Chairman.

With no comments, it was proposed, seconded and

**RESOLVED** that these minutes were a correct record and they would be duly signed by the Chairman at a later date.

23. **DECLARATIONS OF INTEREST**

There were none.

24. **PUBLIC ADDRESS**

The Chairman asked Members and members of the public whether they would like to address the meeting. A Member expressed that they wished to speak, and it was proposed, seconded and

**RESOLVED** to adjourn the meeting.

Councillor Hufford highlighted that the current delivery company contracted to deliver Huntingdon magazine was good value and asked whether they had been made aware of the non-delivery issues. Councillor Hufford also asked whether local people were employed to carry out the delivery. It was confirmed that reported non-delivery problems were passed onto the contractor when Officers were made aware of the locations, and it was confirmed that local people were employed to deliver the magazine.

Councillor Shrapnel confirmed there were some articles that needed to be omitted from Issue 22 of Huntingdon magazine due to the period of Purdah ahead of Cambridgeshire County Council's forthcoming elections in May 2021.



Councillor Cole suggested that she wanted to see a continuation of 'Local Heroes' featured in the magazine and suggested that Jo Pearson, the Community Champion from Huntingdon Tesco Extra was deserving of a feature.

Members discussed Diamond Hampers being worthy of inclusion for their affordable food hampers, but there was some uncertainty of how the group was running. Councillor Kadewere explained that the group was funded by Huntingdonshire District Council.

Finally, Councillor Kadewere confirmed that he agreed on postponing any articles that jeopardised those standing in the forthcoming County Council elections but thanked Members for nominating him to be featured in the magazine.

With no further comments, the Chairman thanked Members for their comments and with no further questions, it was proposed, seconded and

**RESOLVED** to reconvene.

## 25. **DELIVERY**

Members had before them a report outlining future delivery of Huntingdon magazine.

Members discussed the current delivery set up for Huntingdon magazine and debated the proposed alternative delivery company (Archant). It was confirmed that the new costings for delivery and an increase in the number of copies printed per issue fell within the budget for the magazine, and Members were also advised that £1400 of advertising had been secured for the forthcoming year.

There were some concerns raised surrounding Archant not delivering the Hunts Post to 100% of residents in Huntingdon, but it was explained that the Hunts Post was not delivered on a 100% coverage basis. Should a contract be awarded to Archant for delivery of Huntingdon magazine, this would be based on 100% of all residential addresses receiving the publication.

It was proposed, seconded and

**RESOLVED** to approve the printing of 400 additional copies of the magazine per issue to cover 100% of Huntingdon residential addresses and to award a trial delivery of the June 2021 issue of Huntingdon magazine to Archant, with a view to award a contract on a satisfactory trial.

## 26. **HUNTINGDON ISSUE 22**

Members had before them the first draft of Huntingdon magazine, Issue 22 (March 2021) and went through it page by page:

Front cover: Image to be sourced

Page 2: Care Network Cambridgeshire support article and Safe Local Trades advert – 4 x ½ page adverts secured with Safe Local Trades for 2021

Page 3: From the Town Clerk's Desk – Members asked whether the section relating to the sale of the Mortuary could be reworded

Page 4: Upcoming Council Meetings and Meetings Overview to follow

Page 5: Disability support article to follow

Page 6: News from the Coneygear Centre and Lateral Flow Test Centre article to follow

Page 7: News from the Head Groundsman and Allotments in Huntingdon. A Member asked whether the contact details section in the Allotments article could cover more than the enquiry form

Page 8: Huntingdon Crematorium Update

Page 9: Laptop and Tablet Appeal article to be removed as it was mentioned later in the issue on page 13 within the Mayor of Huntingdon's update. The article would be replaced with a ½ page Care Home advert, the first of 4 x ½ page adverts secured with the Care Home for 2021. The other article featured on page 9 gave advice on current scams

Pages 10 & 11: The centre pages featured three articles from local schools. It was noted that the Headteachers' signatures needed to be consistent. It was also noted that the reference to the Prime Minister in the article from Stukeley Meadows Primary School needed to be formalised

Page 12: Census 2021 article and Fuel Poverty advice article

Page 13: Mayor of Huntingdon's charity update

Page 14: News from Cromwell Museum and an article from the Huntingdon & Godmanchester Twinning Association

Page 15: An article from the Commemoration Hall had been submitted and Members agreed that the article submitted about the Riverside Gala event taking place in June was extremely optimistic in view of the current restrictions and should be postponed until the June 2021 issue if it were to go ahead

Page 16: Two articles on local walks. Members were told that 4 articles had been submitted, but that the other two articles could be saved for future issues

Page 17: Mayor Making and the Mayor of Huntingdon's Community Shield nomination form

Page 18: Local flooding helpline contact information and the Pensioners' Tea Parties reply slip

Page 19: Who's Who at the Council

Page 20: Huntingdon Town Council's Meeting Attendance. Members were told that the table would be shared with all 19 Councillors ahead of publication to provide an opportunity for any comments or queries to be made.

With no further comments or questions from Members, it was advised that a final draft of the magazine would be presented at the next meeting.

27. **DATE & AGENDA OF THE NEXT MEETING**

The date of the next meeting was noted as Thursday 11<sup>th</sup> February 2021.

**CHAIRMAN**

**HUNTINGDON TOWN COUNCIL****MEDIA SUB COMMITTEE**

A meeting of the Media Sub Committee was held virtually via Zoom Video Conference on Thursday 11<sup>th</sup> February 2021 at 6.00pm

Present: Councillors: J Cole; P Kadewere; P Kennington (Ex-Officio); A McAdam; S McAdam; P Pearce; T Shrapnel (Chairman); S Sweek and K Webb (Ex-Officio).

In Attendance: Councillor A Beevor and V Hufford

28. **APOLOGIES FOR ABSENCE**

There were none.

29. **MINUTES**

Copies of the minutes of the Media Sub Committee meeting held on 28<sup>th</sup> January 2021 (M4) had been circulated, following their informal approval by the Chairman.

With no comments, it was proposed, seconded and

**RESOLVED** that these minutes were a correct record and they would be duly signed by the Chairman at a later date.

30. **DECLARATIONS OF INTEREST**

Councillors A & S McAdam declared an interest under item 32 of the agenda as Trustees of the Commemoration Hall.

31. **PUBLIC ADDRESS**

The Chairman asked Members and members of the public whether they would like to address the meeting. A Member expressed that they wished to speak, and it was proposed, seconded and

**RESOLVED** to adjourn the meeting.

Members discussed and agreed that a tribute should be included in the forthcoming issue of Huntingdon magazine in memory of former Town Councillors Val Brooker, Jill Watkin Taverner and Tanya Forster. Some Members of the meeting were unaware of Tanya Forster's recent passing and the Mayor explained that he would be making a formal announcement at the Town Council meeting, taking place immediately after the Media meeting came to a close. Another Member suggested that it would be fitting to hold a minute's silence on opening the Town Council meeting.

The Chairman asked Members if they were aware of Spark magazine and suggested it might be worthwhile investigating their set up, as production costs were minimal. Members

discussed that this could be due to the amount of advertising in Spark magazine. The Clerk explained that the set-up of Spark magazine sounded similar to the production of Huntingdon's Town Guide, which was solely funded through advertising, but this meant that the publication was very top heavy with adverts.

With no further comments, the Chairman thanked Members for their comments and with no further questions, it was proposed, seconded and

**RESOLVED** to reconvene.

32. **HUNTINGDON ISSUE 22**

Members had before them the final draft of Huntingdon magazine, Issue 22 (March 2021) and went through it page by page:

Front cover: Daffodils image taken by David King to be used and photo credit to be given - Approved

Page 2: Care Network and Safe Local Trades Advert - Approved

Page 3: From the Town Clerk's Desk – small text change - Approved

Page 4: Council Meetings and Updates - Approved – *Clerk's Note: amended Mayor Making date due to subsequent date change*

Page 5: Lateral Flow Testing – highlight how to book section - Approved

Page 6: Head Groundsman and Allotments - Approved

Page 7: Crematorium Update – small text change - Approved

Page 8: Disability Huntingdonshire - Approved

Page 9: Scams Advice and Shakespeare at the George - Approved

Pages 10 & 11: Schools Updates - Approved

Page 12: Census 2021 and Keeping Homes Warm - Approved

Page 13: Mayor of Huntingdon's Charity Update – remove the word 'fundraising' from title and confirmation of photograph captions - Approved

Page 14: Cromwell Museum and Twinning Association - Approved

Page 15: Commemoration Hall and HC One Advert - Approved

Page 16: Huntingdon Walks – suggested map to be included - Approved – *Clerk's Note: not included due to lack of space*

Page 17: Mayor Making– remove image of Mayor to include tribute to Val Brooker, Jill Watkin Taverner and Tanya Forster – Approved - *Clerk's Note: amended Mayor Making date due to subsequent date change*

Page 18: Flooding Helplines and Pensioners' Tea - Approved

Page 19: Who's Who at the Council - Approved

Page 20: Huntingdon Town Council's Meeting Attendance – Members requested helpline/support telephone numbers be included at the bottom of the page - Approved

With no further comments or questions from Members, it was advised that a final draft with the requested changes would be circulated electronically ahead of going to print on Tuesday 15<sup>th</sup> February 2021.

33. **DATE & AGENDA OF THE NEXT MEETING**

The date of the next meeting was noted as Thursday 15<sup>th</sup> April 2021.

**CHAIRMAN**

**HUNTINGDON TOWN COUNCIL****MEDIA SUB COMMITTEE**

A meeting of the Media Sub Committee was held virtually via Zoom Video Conference on Thursday 29<sup>th</sup> April 2021 at 6.00pm

Present: Councillors: M Baker; J Cole; C Doyle; P Kadewere; P Kennington (Ex-Officio); A McAdam; S McAdam; P Pearce; T Shrapnel (Chairman); S Sweek and K Webb (Ex-Officio).

In Attendance: Councillor V Hufford

*Clerk's Note: The previous Media Sub Committee meeting scheduled to take place on 15<sup>th</sup> April 2021 was cancelled due to Operation Forth Bridge, the death of HRH The Prince Philip. This meeting (M6) was therefore the first to discuss Issue 23 of Huntingdon magazine. The Mayor, Cllr Webb, opened the meeting in the absence of the Chairman and Vice Chairman.*

34. **APOLOGIES FOR ABSENCE**

There were none.

35. **MINUTES**

Copies of the minutes of the Media Sub Committee meeting held on 11<sup>th</sup> February 2021 (M5) had been circulated, following their informal approval by the Chairman.

With no comments, it was proposed, seconded and

**RESOLVED** that these minutes were a correct record, and they would be duly signed by the Chairman at a later date.

36. **DECLARATIONS OF INTEREST**

Councillors A & S McAdam retrospectively declared an interest under item 38 of the agenda as Trustees of the Commemoration Hall.

37. **PUBLIC ADDRESS**

With no members of the public present, the Chairman asked Members whether they would like to address the meeting. A Member expressed that they wished to speak, and it was proposed, seconded and

**RESOLVED** to adjourn the meeting.

A Member informed the meeting that the latest delivery of Huntingdon magazine, Issue 22 (March 2021), saw no improvement to previous delivery attempts. Residents were still reporting non deliveries. The Clerk advised that the trial delivery of the magazine with Archant had been booked in for June 2021, and that they were hopeful this would see an improvement.

Members were urged to question residents in their ward about receipt of the forthcoming June 2021 issue after its distribution, to confirm whether there was an improvement in service provision. Members were reminded that the trial delivery to Archant included a guaranteed 100% residential letterbox delivery for Huntingdon.

With no further comments, the Chairman thanked Members for their comments and with no further questions, it was proposed, seconded and

**RESOLVED** to reconvene.

38. **HUNTINGDON ISSUE 22**

*Clerk's Note: Councillors Gifford, Kadewere, A McAdam, S McAdam and Shrapnel all joined the meeting due to Zoom access issues. Councillor Shrapnel took over the Chair.*

Members had before them the first draft of Huntingdon magazine, Issue 23 (June 2021) and went through it page by page:

Front cover: Members noted that it was planned to use an image of Huntingdon Crematorium on the front cover, to tie in with its anticipated opening. It was agreed that if the building was not ready to be photographed in time with the magazine print deadline, Councillor Webb had provided some suitable alternative images for consideration.

Page 2: Ouse Valley Way article and Safe Local Trades Advert - Approved

Page 3: From the Town Clerk's Desk – Outstanding

Page 4: Councillor Profile – Phil Pearce – Approved Town Centre Street Furniture - Outstanding

Page 5: Forthcoming Meetings and Meetings Overview - Outstanding

Page 6: News from the Coneygear Centre – Small text change – Approved

Page 7: News from the Head Groundsman and In Bloom – Heading Change - Approved

Page 8: Shakespeare at the George and Huntingdon Carnival - Approved

Page 9: Scams Advice and Cambridgeshire Hearing Help - Approved

Pages 10 & 11: Crematorium Update – Outstanding and Crematorium Staff Profiles – One outstanding. Change of order requested - Approved

Page 12: Huntingdonshire Community Group – small text change to be submitted, Help Stop Modern Slavery - Approved

Page 13: Mayor of Huntingdon's Update – Approved

Page 14: Cromwell Museum – Approved RBL 100 – Outstanding

*Clerk's Note: RBL 100 event to take place on 15<sup>th</sup> May, article to follow*

Page 15: Commemoration Hall and Oxmoor Community Fridge - Approved

Page 16: HRH The Prince Philip Tribute - Approved

Page 17: Mayor Making and Mayor's Community Shield Update - Outstanding

Page 18: Shopmobility and HC One The Kind Care Company - Approved

Page 19: Who's Who at the Council – Remove Anita Diaz and replace with Marion Kadewere

Page 20: Huntingdon Town Council's Eco Fair Poster - Approved

With no further comments or questions from Members, it was advised that a final draft with the requested changes would be circulated electronically ahead of going to print on Friday 21<sup>st</sup> May 2021.

39. **DATE & AGENDA OF THE NEXT MEETING**

The date of the next meeting was noted as TBC, due to virtual meetings ceasing to be lawful

as of 5<sup>th</sup> May 2021.

**CHAIRMAN**