

Name of Advisory Group: Strategy & Communications – Meeting held 2 October 2020

Discussion Items/Briefing notes	
1	RPC Meetings
2	Advisory Group reporting
3	Members' Workshop
4	Major Project Updates St Aubyns/LHS/Park Road Toilets/Neighbourhood Plan
5	Review of Parish priorities
6	Kipling Gardens
7	Tennis Court Management
8	Website Migration
9	Banking arrangements
10	Casual Vacancy update
11	Review of Clerk JD by Governance Sub

Actions	Responsibility	
1	Noted illegality of 6+ meetings and need to continue with online format. Advisory Groups have fewer than 6 members but need to adhere to Covid safety guidance and exercise discretion	All
2	Recommendation to Advisory Group leads to use template, submit timely reports and report by exception at RPC meetings	AG leads/Clerk
3	Recommendation for 2 short workshops to be held early December to include new councillor. Draft agenda to be circulated	Clerk/Chair
4	Reviewed progress on Major Projects and noted feedback to BHCC on Conservation Management Plans for heritage assets at St Aubyns	St Aubyns Project Group
5	To be reviewed in planned workshop. Clerk to work with GS to provide relevant information and design process	Clerk/GS
6	Noted substantial improvement to maintenance of KG due to new gardener and team of volunteers. Spare keys to be collected and held by Clerk.	GS/Clerk
7	Discussed gradual withdrawal of BHCC from court maintenance and agreed further research into alternative management models and costings needed.	GS
8	Functional changes actioned. Final draft website to be reviewed by SCAG before trial launch and review by all members. Additional web authors to be confirmed by RPC.	SCAG/RPC
9	Recommendation to RPC to move main account to Unity Trust Bank and online banking.	RPC
10	Recommendations to be considered in confidence at RPC mtg 25 Oct 2020	RPC

Completed by: Cllr Sue John - Chair