

MINUTES

TITLE: Communications Subcommittee
DATE: Tuesday 25 January 2011
TIME: 9.30 am
VENUE: Motueka Office, 7 Hickmott Place, Motueka

PRESENT: Crs E J Wilkins (Chair), J L Edgar, M L Bouillir

IN ATTENDANCE: Strategic Development Manager (S Edwards),
Communications Adviser (C Choat), Executive Assistant
(V M Gribble)

APOLOGIES

Moved Crs Wilkins/Bouillir
FN11-01-01

THAT apologies for absence from Cr Z S Mirfin be sustained.
CARRIED

1 RECEIPT OF MINUTES

1.1 Communications Subcommittee – 23 November 2010

Moved Crs Edgar/Wilkins
FN11-01-02

THAT the minutes of the Communications Subcommittee meeting held on 23 November 2010 containing resolutions FN10-11-01 to FN10-11-07 be confirmed.
CARRIED

2 CHAIR'S REPORT

Cr Wilkins gave a verbal report commenting on the publicity given to the flood events on 28 December 2010. A question was raised about the regularity of Communications Subcommittee meetings and it was decided they would continue, two monthly.

The matter about the best person/contact for specific issues was discussed. It was noted that having knowledge of a topic doesn't necessarily make that person the best communicator of information.

Mr Choat to draft a consultation/engagement policy for discussion at a workshop to be held after the next Communications meeting on 29 March 2011.

Moved Crs Wilkins/Edgar
FN11-01-03

THAT the Communications Subcommittee receives the Chair's verbal report.
CARRIED

3 FINANCIAL REPORT – NOVEMBER 2010 – REPORT RFN11-01-02

Communications Adviser, C Choat spoke to the financial report for the period ended 30 November 2010 contained in the agenda. Discussion was held on the communications costs. It was noted that recoveries from Hummin in Tasman have not yet been received.

Moved Crs Edgar/Wilkins
FN11-01-04

THAT the Communications Subcommittee receives the Communications Finance Report – November 2010 – RFN11-01-02.
CARRIED

4 COMMUNICATIONS ACTIVITY REPORT – RFN11-01-01

Mr Choat spoke to the report contained in the agenda. The report covered November and December 2010 communications activity.

It was agreed that discussions about working with Nelson City Council should be held to look at the best way of doing this.

Email databases for keeping people up to date in times of emergency will be looked at as well as using social media, eg Facebook, Twitter. The Subcommittee questioned the value of using social media and the implications for staff time and resourcing. It was suggested that an interactive facility be available on the Tasman District Council website for emergencies. The matter will be discussed at the flood debrief.

Discussion was held about getting balance in Newline for all settlements. The Community Recreation page was meant to be about ASB Aquatic Centre, Moutere Complex, Murchison Sport Complex, Rotoiti Hall etc, not a whole page of notices. This matter will be discussed at the workshop.

Mr Choat advised he is keen to develop a closer relationship with the community boards and district community associations.

Richmond entranceway project will be discussed at the Draft Annual Plan workshop.

Online forms are still being built and tested.

Website reports will come to Communications Subcommittee in future.

**Moved Crs Wilkins/Edgar
FN11-01-05**

**THAT the Communications Subcommittee receives the Communications Activity
Report – RFN11-01-01.
CARRIED**

The meeting concluded at 11.10 pm.

Date Confirmed:

Chair:

CONFIRMED MINUTES