

Minutes from the meeting of the Communications Strategy Group held on Thursday 11<sup>th</sup> April 2024 at 12:30pm via Zoom.

**Present:** Cllr. R. Ahmed  
Cllr. M. Gateley  
Cllr. J. Harvey (Chair)  
Cllr. J. Mordue

**In Attendance:** Mrs. L. Stubbs – Deputy Town Clerk  
Ms. B. Dowden – Administrator  
Mr. A. Hinds - Administrator

### 1. Apologies for Absence

Members **RECEIVED** and **ACCEPTED** apologies from Cllr. Anja Schaefer

### 2. Declarations of Interest

There were no declarations of interest.

### 3. Ongoing Development of Existing Websites

The following correction were noted:

- Councillor information on the Welcome Pack section of the website needs to be updated, removing references to dates and times that make the information date more quickly.
- Councillors are to be invited to review the information included on the Welcome Pack website page and send the office any updates to the information. This process will then be repeated annually.
- Within Register to Vote in the Welcome Pack page, add a reminder to remember your Voter ID.
- Add a link to the Discover Buckingham website under 'Discover Buckingham' on the TIC website and add differentiation to the BTC website i.e. "Tourist" and "Resident".

**ACTION: ADMINISTRATORS**

### 4. Current Newsletter – Fringe Brochure

The following correction was noted:

- On the back cover move the TVP 101 contact number top left-hand column to better balance the page.
- The theme of Totally Buckingham should be highlighted on the cover.

**ACTION: ADMINISTRATOR**

### 5. Press Releases

It was requested that the log of press releases and publication dates could be brought to the next committee meeting.

**ACTION: DEPUTY TOWN CLERK**

### 6. Chair's Items

None.

**7. Date of Next Meeting**

Thursday 6<sup>th</sup> June at 1pm in the Council Chamber.

The meeting ended at 13:00pm.

Chair

Date