



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Claire Molyneux

CSSC

28th August 2024

Councillor,

You are summoned to a meeting of the **Communications Strategy Sub-Committee** of Buckingham Town Council to be held on **Thursday 5th September 2024 at 1pm** in the Council Chamber.

Residents are very welcome to ask questions or speak to Councillors about any matter relevant to the meeting at the start of the meeting. Residents may attend in person or address the meeting virtually over Zoom. Please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for the password to take part if you wish to speak over Zoom.

The meeting can be watched live on the Town Council's YouTube channel here:

<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSIfcZC9Q/>

Claire Molyneux
Town Clerk

Please note that the meeting will be preceded by a Public Session in accordance with Standing Order 3.f, which will last for a maximum of 15 minutes.

1. Apologies for Absence

Members are asked to receive and accept apologies from Members.

2. Declarations of Interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

3. Meeting Notes

To review and agree the notes from the last meetings held on Thursday 18th July and Thursday 11th April 2024.

[Copy circulated previously](#)
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4. Future Newsletter

To decide what we want to achieve with our next newsletter and outline the content.

[Appendix A](#)



Twinned with Mouvaux, France;



Neukirchen-Vluyn, Germany



Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't. All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk can send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

5. Audio Newsletter

To decide who should record the audio copy of the Winter 2024 newsletter.

6. Chair's Items

7. Date of Next Meeting

17th October (informal) @ 1pm via Zoom

21st November (formal) @ 1pm in Chamber

To:

Cllr. R. Ahmed

Cllr. M. Gateley

Cllr. J. Harvey (Chair)

Cllr. J. Mordue

Cllr. A. Osibogun

Cllr. A. Schaefer (Mayor)

Cllr. M. Try (Vice-Chair)

Winter Newsletter 2024 Article IdeasPublication date 4th November 2024Letterbox distribution end date: 25th November 2024

Please note: 1 page = maximum 350 words, less with pictures. Each edition is a total of 16 pages.

Usual Pages:

Title	Page(s)	Content suggestions
Front Cover	1	Winter Event Picture
Message from your Mayor	1	As usual
Hello and goodbye	1	Staff changes
Past events	1 pages	Dog Show, River Rinse 1&2, Charter Fair, Halloween Event, Bonfire & Fireworks, *note it is suggested that the approach of using pictures only for past events continues.
Current events	1 page	Remembrance Parade, Winter Fair,
Future events	1 page	Christmas Lights Switch On, Christmas Parade, Community Fair, Holocaust Memorial Day, Pancake Race, Food Fair
Your views count	¼ page	As usual
List of Councillors & Numbers	1 page	As usual
Events Diary	1 page	Dates until April 2025

Total = 7 ¼ pages

Winter articles required:

Title	Page(s)	Content suggestions
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Winter articles suggested:

Total space available = 6 ¼ pages

Title	Page(s)	Content suggestions
Christmas Card Contest	½ page	Winners and card promotion
Best Kept Village and Community Art Installation	1 page	Recap of events
Small Business Saturday (7 th December)	½ page	
BNDP	1 page	Update on the result of the consultation