

CHARTHAM PARISH COUNCIL

The Parish Office,
Chartham Village Hall,
Station Road,
Chartham,
CT4 7HZ

Meeting: Communications Committee
Date: Wednesday 17th June 2026
Time: 19:00
Place: Chartham Village Hall, Station Road, CT4 7HZ

Agenda issued by the Clerk on 10th June 2026

L. Wilkes

AGENDA

1. APOLOGIES FOR ABSENCE

2. ELECTION OF COMMITTEE CHAIR 2026-2027

To elect the Chair of the Communications Committee for the 2026/2027 council year.

3. ELECTION OF COMMITTEE VICE-CHAIR 2026-2027

To elect the Vice-Chair of the Communications Committee for the 2026/2027 council year.

4. DECLARATIONS OF INTEREST (7:10pm)

Members of the Committee should declare any disclosable pecuniary interest or any other significant interests in any items/s on this agenda. Disclosable Pecuniary Interests (DPIs) under the Localism Act 2011: the nature as well as the existence of any such interest must be declared.

5. MINUTES (7:15pm)

To consider and approve as a correct record the draft minutes of the Communications Committee meeting held on 24th March 2026.

6. PARISH COUNCIL NEWSLETTERS (7:20pm)

- To consider and agree a proposed timeline for the next edition of the Parish Council newsletter, including any required changes to content, format or production method (i.e. Canva).
- To determine the distribution method for the next edition, noting the previously discussed option of a hybrid physical and digital approach.

7. PARISH COUNCIL BRAND GUIDELINES (7:35pm)

To note that the images and logo used across the Parish Council's social media, website and printed materials are not currently consistent. The Committee to agree whether the Council's branding should be standardised, and, if so, to outline the actions needed to achieve this.

8. PARISH COUNCIL WEBSITE REVIEW (7:45pm)

At the meeting held on 24th March, members agreed to undertake a critical review of the current Parish Council website and identify areas for improvement. The Committee to discuss their findings and compile a list of proposed enhancements or changes for further consideration.

Furthermore, the Clerk is in discussion with Eyelid Productions regarding improving the accessibility of the website and they have also suggested some other improvements in terms of layout and functionality. Clerk to provide an update and financial implications to be considered and agreed as appropriate.

9. PARISH CALENDAR OF EVENTS (7:55pm)

Two councillors have recently proposed similar initiatives to establish a parish calendar incorporating both Parish Council events and potentially also wider village activities (including roadworks and community group events).

The Committee to discuss how such a calendar might be published, shared and maintained, noting that the current calendar function on the Parish Council website has been reported as difficult to use.

10. ST MARY'S CHURCH PARISH MAGAZINE CONTRIBUTIONS (8:05pm)

At the previous meeting, members briefly discussed the Parish Council's contributions to the St Mary's Church monthly magazine and agreed that future submissions should be consistent and maintain continuity. The Committee to consider and propose topics for the next two to three months of magazine contributions.

11. DATE OF NEXT MEETING (8:15pm)

Next meeting scheduled to take place on Wednesday 23rd September 2026.