

## Communication

### Progress since November 2016

### Implementation agreed by PCC

Priority Area	Proposed action (Nov 2017)	Current status
Website	<ul style="list-style-type: none"><li>– Add TORs and future meeting dates for all committees and teams.</li><li>– Add a contact person for each team.</li><li>– Replace Ruth as administrator and set up more content editors during 2017.</li></ul>	<p>TORs mostly added. Awaiting one committee. Link to calendar added for meeting dates, but all meetings still need to be added to calendar.</p> <p>Most added; some still to be agreed.</p> <p>Elaine Wakefield has started adding calendar events. More to be done.</p>
Rotas	<ul style="list-style-type: none"><li>– Implement an online rota system that allows paper copies but includes a reminder system (text/email).</li><li>– Combine all Sunday information on one rota.</li><li>– Have a clear rota production procedure and therefore a clear deadline (6 weeks in advance of the rota month).</li></ul>	<p>Rota system identified. (Atlanta Topham using same system for room booking).</p>
Future feedback/consultation	<ul style="list-style-type: none"><li>– Implement annual opportunity for gathering feedback (probably prior to the APCM).</li></ul>	<p>In plan for forthcoming APCM. Feedback to be asked for – mid-March.</p> <p>As agreed – feedback opportunity to be personally introduced.</p> <p>Collection points to be organised.</p>

Dissemination of meeting information (PCC and other groups)	<ul style="list-style-type: none"> <li>– Add contact person for each committee/team to website.</li> <li>– List same information in church.</li> <li>– Address our role as PCC members (possibly through <i>PCC Tonight?</i> or similar)</li> </ul>	<p>As above: Most added; some still to be agreed.</p> <p>Still to be done.</p> <p>Started.</p>
Communications Team	<ul style="list-style-type: none"> <li>– Continue</li> </ul>	<p>Meetings planned for year ahead.</p> <p>Stevyn Walder has joined team.</p>

### **Further exploration agreed by PCC**

External church noticeboards	<ul style="list-style-type: none"> <li>– Replace all external boards.</li> </ul>	<p>Detailed costings to be obtained.</p>
Parish Administration	<ul style="list-style-type: none"> <li>– Continue to explore the possible expansion of the parish administrator role.</li> </ul>	<p>Discussions held with Elaine and Atlanta.</p> <p>With Alan at present.</p>