



**Worthing Together Communication Sub Group  
1<sup>st</sup> March 2006, 10:00 am  
Worthing Fire Station**

**Note of meeting**

Attendees:

Roy Barraclough, CDRP  
Roger Foregard, Federation of Small Business  
Sharon Clarke, Town Centre Initiative  
Cllr Ann Barlow, Worthing Borough Council  
Wendy Knight, Worthing Borough Council

Support Officers

Hannah Goss, Adur, Arun and Worthing Primary Care Trust  
Clare Gardiner, Community Planning Officer, West Sussex County Council

**Apologies**

Julia Carrette, Worthing CVS

**1. Notes of last meeting 11<sup>th</sup> January 2006**

It should be noted that the Southern Water article was not submitted in time to be included in this edition of our newsletter.

It was suggested that copies of Worthing Together Annual Report should be shared with Worthing First and copies placed in the Tourist Information Centre. **Action** Julian to give copies to Dale Thomson for distribution to Worthing First and walk copies around to Tourist information Centre.

**2. Appointment of Chairperson**

The group asked if Roy Barraclough would take on the chairperson role, but he declined due to other commitments.

The group would like to approach Julia Carrette to take on this role, but aware that she is very busy already. **Action** Clare to speak with Julia.

Roger Foregard, suggested that Ian Richardson would be a useful member of this group. **Action** Clare to invite Ian to join the group.

### 3. Updates on Newsletter

Colour draft circulated, some minor amendments to dates within articles because of the long lead in time on the production of the newsletter. **Action** Hannah to make necessary changes and forward to Clare.

The newsletter will be shared with Worthing Together at their meeting next week.

Clare had three obtained three quotes for printing:

Kall Kwick 2,194.88 (8 pages)

West Sussex County Council reprographics £702. (8 pages)

Rwp £1068 (10 pages)

The group asked that Worthing Borough Council also submitted a quote. **Action** Clare to obtain quote and then once newsletter approved will go ahead with making arrangements for printing using the cheapest provider.

West Sussex County Council will be invoiced for the work, they will then invoice Worthing Borough Council, CDRP and PCT for their contribution.

The group would like the newsletter to be published on the web site. **Action** Julian to arrange.

Roy suggested that we deliver copies to the local press. **Action** Roy to hand deliver. **Action** Wendy happy to send out to other appropriate press organisations taken from her current press list.

Wendy explained that the Worthing Borough Council magazine pilot issue has now been tendered for. In the future there will be 3 or 4 issues per year on a seasonal basis. Costs are not finalised at this stage, but pages within the pilot magazine will cost around £550. It is hoped the pilot issue will be published in June. Articles will need to be submitted to Wendy in around April. **Action** Clare to ensure Worthing Together are aware of these timescales, so that partners can begin considering what they might like included.

**Action** Wendy will share possible page costs with Julian prior to Worthing Together meeting on 7<sup>th</sup> March.

Roy explained that the CDRP plan to use space in the Worthing Borough Council magazine, therefore they are no longer pursuing their own publication. The CDRP have produced a communications strategy based on month by month actions, which they have already shared with the Worthing Herald. **Action** Roy to also share with this group for information.

#### **4. Documents to agree:**

Worthing Together Communications Strategy  
Protocol for Communications work  
Communications Guide

Some minor amendments were agreed within the Protocol and Communications Guide. **Action** Clare to amend and pass to Julian for circulation and endorsement by Worthing Together.

Discussion took place around using a small editorial board to agree press releases. Clarity was required around who would be the person who would send out press releases. It was suggested that it should be the support officer for this group.

It was noted that Sharon Clarke is not a member of the Worthing Together meeting. To improve communication Clare suggested that Sharon should be sent a copy of the LSP meeting notes for her information. **Action** Julian to arrange.

#### **5. A.O.B.**

Roger Foregard suggested that we copy the notes of this group to Vanessa Powell of Worthing First's Communications Group, for information. **Action** Roger to send Clare contact details for Vanessa.

Thanks to Roy for providing venue.

#### **6. Date of Next Meeting**

10<sup>th</sup> May at 10:30 am at Worthing Fire Station. It was also noted that there would be a need for a meeting in April to agree articles prior to submitting them to Wendy for inclusion in the pilot magazine. **Action** Wendy to confirm to this group timescales for magazine publication, so that an appropriately timed meeting can be arranged.