



NOVEMBER 2020

Report on External Communications

The External Communications Working Group consists of: The Town Clerk, The Mayor, Councillor Scott and Administration Assistant.

Summary of Activities

The Working Group has regular Monday morning meetings between the Mayor and the Town Clerk at a minimum. The Town Events coordinator has recently been attending the meeting. The meetings discuss priorities in terms of external communications for the week ahead.

Items on Facebook, website or sent to other news providers:

- 1) **Arundel Town Council Community Awards 2020 – 2nd & 4th & 5th November**
Posted on Facebook and website
- 2) **Town Hall Closure - Covid – 4th November**
Posted on Facebook and website
- 3) **Arundel Town Council – Bookkeeper – 4th & 6th November**
Posted on Facebook
- 4) **Farmers Market Cancelled in November – 10th November**
Posted on Facebook
- 5) **Remembrance Sunday – 11th November**
Posted on Facebook and website
- 6) **Farmers Market Click and Collect – 16th & 18th November**
Posted on Facebook
- 7) **A note from the Cycling and Walking Group – 20th November**
Posted on Facebook
- 8) **The Lime Tree Project – 23rd November**
Posted on Facebook. Website page is started, awaiting approval.
- 9) **Farmers Market Click and Collect update – 23rd November**
Posted on Facebook

Full Council and Planning Advisory Committee meeting details also posted on both Facebook and website.

Community Awards

- Research and compilation of document containing previous award winners
- Creating mail merge for letters and emails to nominators and nominees

Website Maintenance

- Checking website for consistency, broken links and current information

The office has spent 46 hours combined on external communication activities in November.