



DECEMBER 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 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 Hall & Office Opening Hours – 1st December**
Posted on Facebook
- 2) **PCSO Elder update – 8th December**
Posted on Facebook
- 3) **Councillor co-option vacancy – 10th & 23rd December**
Posted on Facebook and website
- 4) **Arundel 2020 Community Awards – 16th December**
Posted on website (Town Events posted on Facebook)
- 5) **Farmers Market – 18th December**
Posted on Facebook
- 6) **Update from Arundel Surgery – 21st December**
Posted on Facebook and website
- 7) **Town Hall Closed Until Further Notice – 24th December**
Posted on Facebook and website

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

Arundel Town Council Community Awards

- Producing letters and labels using mail merge for all nominators and nominees
- Layout and display of Community Award past winners for noticeboard
- Community Awards webpage

The Lime Trees Project

- The Lime Trees Project webpage

The office has spent 30 hours combined on external communication activities in December.