



JUNE 2021

Report on External Communications

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

Summary of Activities

The Working Group has regular meetings between the Mayor and the Town Clerk at a minimum. 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 Meeting – 1st June**
Report from Town Meeting posted on website (including link to video) and Facebook
Furthermore, a link to the video was posted on Facebook on the 4th June
- 2) Notification of June Full Council Meeting – 4th June**
Posted on website and Facebook
Subsequent reminder posted on Facebook on 8th June
- 3) Grass Cutting on the A27 Roundabouts – 7th June**
Update and contact with Highways England posted/reported on website and Facebook
Subsequent update provided on Facebook on 22nd
- 4) Community Clean Up Day – 11th June**
Initial photos and reminder of main event (tomorrow) posted on Facebook
- 5) Community Clean Up Day – 15/16th June**
Report and photos posted on website and Facebook
Press release and photos sent to West Sussex Gazette, Littlehampton Gazette and Sussex Local, confirmed story would feature in Sussex Local August issue
Montage of photos put up on board outside Town Hall
- 6) Notification of June Planning Advisory Committee Meeting – 17th June**
Posted on website and Facebook
- 7) Arundel Festival of the Arts – 18th June**
Announcement that Arundel Festival of the Arts Committee would be on Town Council stall at Farmers Market (tomorrow) posted on Facebook
- 8) Road Closure Notice – 18th June**
Peppering Lane, Burpham Road Closure Notice posted on website and Facebook
- 9) COVID-19 Vaccinations – 24th June**
Walk in centre for any unvaccinated adults announcement on website and Facebook
- 10) Town Events Manager – 30th June**
Advert for new Town Events Manager published on Facebook and website
- 11) A27 Crossbush to Fontwell Roadworks**
Notice published on website and Facebook