

<b>Work &amp; Communications Working Group Action Plan</b>			
<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>When</b>
To create an <b>information pack</b> for all villagers to include reference lists of local facilities and amenities, and trusted traders. To recommend ways by which this can be kept current including frequency of updates.	Provide a starting set of content for the information pack	Doreen Towne	Done
	Create a structured on-line document and enter initial information pack content	Paul Vernon	Done
	Share on-line document with the working group	Paul Vernon	Done
	Review and feedback on proposed format	All working group members	Done
	Send an email to the village to requests recommendations from the community.	TBD	Done
	Process community responses and add to document	Paul Vernon	Done
	Circulate draft information pack to wider review	TBD	Done
	Publish information pack on-line	Paul Vernon	Done
	Print and deliver paper information pack	TBD	TBD
	Transfer ownership and responsibility for maintaining the information pack to willing volunteers from the community.	All working group members	May 2017
To review the necessity for all villagers to have access to high speed <b>broadband</b> which meets the National standards for upload and download speeds, and to confirm that they comply.	Produce a paper on the current provision of broadband in the village.	Rod Bailes-Brown	Done
	Publish paper on the village website	Matt Harlow	Done
	Request entry in village calendar with link to the paper	Rod Bailes-Brown Paul Vernon	Done
	Send village email with link to the paper	Paul Vernon	Done

To review the necessity for all villagers to have access to a vastly improved <b>mobile</b> network service, and to confirm that they comply.	Produce a paper on the current mobile phone network provision in the parish to be published on the village website	Rod Bailes-Brown	Done
	Publish paper on the village website	Rod Bailes-Brown	Done
Other consultation issue: online photo site could be set up for sharing historical photos of the area	Add information such as this to the information pack	Paul Vernon	End February 2017
Other consultation issues: 1) didn't know the newsletter was available online. 2) I am not aware that the Parish Council minutes are distributed via email. This would be helpful. 3) Links to surrounding villages such as Sutton and Boylestone	Add information such as this to the information pack	TBD	End February 2017
Other consultation issues: Printed version of the "Village Directory" (to also include Sutton & Boylestone)	Gain opinion on if those on the website directory would be happy with their name and phone number being on a printed copy to be included with the information pack	TBD	TBD
Include the Village Website in the scope of this working group	Review the current website and explore possibilities for improving or extending its capabilities and content	All working group members	March 2017 Decided not to do this in short term