

**Newtown Twinning Sub Committee Meeting Minutes**  
***Policy & Procedures: Marketing & Sales***  
**13th February 2019 7pm-8.30**

Present:

Cheryl Wilson - SC Chair  
Kevin Wilson - Minute Taker  
Kate Raynor - Chair of NTA  
Andrew Gentle - NTA Secretary

Apologies:

None

**Agenda Items**

1. Minutes of Last Meeting. n/a
2. AOB moved to top as urgent: PicRight Letter re Copyright  
Discussed research Kevin had undertaken to establish legitimacy or not of above company. Mixed blogs but on the whole no actual evidence that this company is acting on behalf of the French Newspaper from which photograph was allegedly taken from.  
Andrew confirmed that he believed he had photograph from Gaston (Les Herbiers Twinning Committee member)  
Kevin confirmed PickRight is registered as a UK company with Companies House and there is one sole employee/owner/share holder.

**Actions:**

- Andrew to remove all personal addresses from NTA website
- Kate to research the use of PO Box for correspondence if need be.
- Kate to write and have translated by Fred, a letter to the French newspaper enquiring about their photograph, whether PickRight are acting on their behalf and whether they could waive any action on this occasion due to this being a genuine error and naivety on our part.
- Cheryl to contact Steve and ask him to pass all correspondence from PickRight unopened to Andrew to manage.
- Cheryl to contact Richard to ask if we can reinstate the Town Council address for all future correspondence but to have his name added so that it is not managed by various personal in the building.
- Cheryl to speak with Paul regarding the sensitivity of this issue and for him to be vigilant when uploading pictures to FB & Instagram.
- Kate to table agenda item for next NTA committee.

3. Discussion took place around the initial agenda and the remit of this group.

**Decision:**

- This meeting not to stray into practice but rather maintain the remit to create policy & procedures outlining the responsibilities of planning groups to ensure consistency and rigour.
- The full title for this document will be ***Policy & procedures : Marketing & Sales***

**Action:**

- Andrew to write up suggestions for wording for Marketing & Sales Policy and Procedures and bring back to next meeting. To include;
  - Product type, how to determine which suppliers to use, where appropriate to duplicate products.
  - pricing strategy to explicitly state future planning group to seek cost prices from suppliers and for planning group to determine selling price on each product as they see fit.
  - How best to support local suppliers and encourage links with Les Herbiers
- Kevin to write a paragraph for the NTA Constitution linking everyday practice to Policy & Procedures

4. Standing Items

- n/a

5. Any Other Business - dealt with in item 1

6. Date for Next Meeting

**Date for Next meeting:**

**Date 4th March 2019**

**Time 7pm**

**Venue As agreed by group.**

**Agenda items from this meeting forwarded to next meeting:**

1. Food Festival

2. When Policy & procedures : Marketing & Sales has concluded its work, this group to begin work on two additional Policy & Procedures:

- Media
- Educational Partnerships.