

# Staplehurst Parish Council

## MEETING NOTES OF THE COUNCIL'S:

### COMMUNICATIONS GROUP

held at **Parish Office Meeting Room, Village Centre** on

**28 May 2019** between **19:30** and **20:45**

**Members Present:** Parish Councillors Lain-Rose (Chair), Perry, Rawlinson, Riordan, Spearink and Walsh.

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#### 1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

#### 2. COUNCILLOR DECLARATIONS

There were no declarations by Councillors and no dispensations granted.

#### 3. CHAIR OF THE GROUP (2019/20)

Following the appointment of the Membership on 13 May 2019, the Membership of the Group must agree who will be the Chair of the Group, as set out in the Group's Terms of Reference Section 5. Parish Councillor Lain-Rose volunteered, after no other Members put themselves forward. Those present unanimously **AGREED**. Therefore, Parish Councillor Lain-Rose will become the Chair of the Group until the first Group meeting after the Annual Meeting of the Parish Council in May 2020.

#### 4. VILLAGE UPDATE

The Village Update was discussed by Members. Parish Councillor Spearink stated that he and other Councillors had discussed not printing the Village Update and utilising the website and social media to provide information. Parish Councillor Lain-Rose explained that residents without access to the internet and an impact assessment should be considered. It was **AGREED** that the Village Update will continue for the current financial year (3 Updates) and a review of this should be undertaken by the Group, whilst making reference to the proposal in future Village Updates, as consultation and how they can contact the Council to send their feedback and suggestions. Parish Councillor Lain-Rose will present a timetable for future Village Updates to Members.

#### 5. WEBSITE

Members discussed the website and the use of the website. Parish Councillor Lain-Rose explained why we utilise Hugo Fox and the minimal cost to the Council for their service.

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## 6. FACEBOOK

Parish Councillor Riordan explained that he wished to do a Facebook post every three-weeks that provides an update to residents on what is happening with the Council. Parish Councillor Lain-Rose suggested this could be a video, making it more personal. Members **AGREED** this and Parish Councillor Riordan explained it would be posted the following Monday after a Council meeting.

Parish Councillor Riordan explained that now he has access to post as Staplehurst Parish Council on Facebook. Members **AGREED** to include Parish Councillors Rawlinson and Walsh.

## 7. EMAIL ADDRESSES

Parish Councillor Lain-Rose explained that he is meeting with the Parish Clerk and Parish Support Officer on Thursday 30 May 2019 to discuss the options and the report will be going to the most appropriate Council meeting for a decision to be reached, as it is important from a GDPR perspective, as well as, a transfer from ZuLogic servers completely.

Parish Councillor Riordan enquired as to whether the current set up of the automatic forwarding, whether emails sent to a distribution group could be viewed by members outside the designated membership for the distribution group. Parish Councillor Lain-Rose explained that emails to the distribution group are forwarded currently to Councillor's personal email addresses and cannot be viewed centrally.

## 7. CONFIRMATION OF THE NEXT MEETING

The Members CONFIRMED the next meeting of the Group would be held at Parish Office Meeting Room on Tuesday 09 July 2019 at 19:30.