

MINSTER PARISH COUNCIL

Minutes of the Meeting of the Communications Committee

held on Wednesday 3rd March 2021 at 10.00 am. Via Zoom remote meetings.

Present; Cllrs. Gimes, Owen, McCarthy, Crown-Brown.

Also present; Kyla Lamb (Clerk), Clare Wilsdon (Assistant Clerk) Cllr Quittenden.

264. APOLOGIES

None.

265. MINUTES

RESOLVED: that the minutes of the meeting held on 16th October 2019 be approved and signed when able to do so.

266. MEMBERS INTERESTS

No declarations of interest were made.

267. USE OF SOCIAL MEDIA

Cllr Gimes and McCarthy reported on a recent training event they had attended via Zoom - *Using Facebook to enhance your Councils communications.*

They explained that in addition to having a website, wider forms of communication are recommended and Facebook is the most popular. Cllr Gimes agreed to circulate a copy of the presentation to all present and members discussed the content and what is suggested that are the most common types of information that Councils share on social media.

Members AGREED to recommend to full Council that a Parish Council Facebook page be set up on a 3 month trial basis. Cllr McCarthy and both Clerks will set it up and a Whatsapp group also be set up for Committee Members to enable them to act as moderators to review the page. Public will not be able to make comments.

268. COMMUNICATIONS STRATEGY

Cllr Gimes reported that as the training event she had attended, they had advised the need for a Communications Strategy in addition to a Press and Media Policy. Cllr Gimes had circulated the adopted Press and Media Policy and a draft Communications Strategy to consider adopting. Not all members had read the documents prior to the meeting. It was agreed that Members reviewed the documents and let the Clerk know if they were happy with both documents to be agreed.

269. REINFORCE USE OF COUNCIL LAPTOPS

Cllr Gimes reiterated the need for all Councillors to use the laptops provided by the Parish Council for all Council business. She was concerned that this is not being adhered to by all Councillors. Cllr Owen reminded members that if there is a data breach and a Councillor was using their own computer this could be seized by the police under a FOI request. Cllr Gimes **AGREED** to send a reminder out to all Councillors to ensure that they use only Council laptops for Council business to ensure compliance.

270. WEBSITE

Members considered the format of the website. The Clerk reported that she has moved the cemetery information onto a separate header. It was **AGREED** to add the committees to the website. Also, the latest news bar on the righthand side is poor only showing 1 news item. Cllr Owen has raised this previously with Hugofox and agreed to contact them again about this.

271. POLICIES & PROCEDURES

The Clerk reminded members that the policies on the website require regular review. This committee needs to review the Press and Media Policy and the Privacy Policy. Members **AGREED** to review the documents and let the Clerk know if they had any amendments otherwise they will be ADOPTED without change.

272. LEGISLATION & ACCESSIBILITY REQUIREMENT

Cllr Owen reported that our website is compliant with the legislation that came into effect in September 2020.

Signed.
CHAIRMAN COMMITTEE
Meeting closed at 10.38 a.m.