MINSTER PARISH COUNCIL

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COMMUNICATIONS COMMITTEE

A Meeting of the Committee will be held following the Finance and Policy Committee Meeting at approximately 12.00pm on Wednesday 17th December 2025 at the John Spanton Sports Pavilion, St Mildreds Road, Minster.

11th December 2025

Sir or Madam,

You are hereby summoned to attend a meeting of the Communications Committee at the John Spanton Sports Pavilion, St Mildreds Road, Minster on <u>Wednesday 17th December 2025 following the Finance and Policy Committee meeting at approx. 12.00 pm</u> for the purpose of considering and passing such Resolution or Resolutions as may be deemed necessary or desirable with respect to the matters mentioned in the agenda.

<u>Clerk to the Council</u>

NOTE: Residents and members of the public are cordially invited to attend the meeting of the Council.

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AGENDA

1. **APOLOGIES FOR ABSENCE**
   To receive apologies for absence, if any.

2. **MINUTES**
   To approve the Minutes of the meeting held on 28th May 2025. **(Appendix A).**

3. **MEMBERS INTERESTS**
   To register any new interests, or de-registration by Members.

4. **REVIEW OF FACEBOOK PAGE**
   The Clerk will update Members on how the Facebook page is working.

5. **REVIEW OF COMPUTER SYSTEMS, BACKUP AND EMAIL FOR COUNCILLORS AND USING THEIR LAPTOPS**
   The Clerk will update members on the computer system and email addresses for councillors and their laptops to ensure they are all working correctly.

6. **IT POLICY**
   It is a requirement that the Minster Parish Council have an Information Technology Policy adopted, see below Practitioners Guide 2025 guidance:-
   IT Policies - An IT policy prevents misunderstandings when using IT equipment for authority business and makes sure that there can be no excuses for anyone in your authority not protecting their data or working safely. If your authority does not have a policy, you might like to use this IT policy template. It is important to personalise the template for the specific use of your authority and add links to guidance where needed.
   Members are asked to consider the attached draft IT Policy for adoption. **(Appendix B)**

7. **WEBSITE**
   Members are asked to consider any changes to the current format layout or additional information.

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