

MINSTER PARISH COUNCIL



**MINSTER
IN THANET**

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MINSTER PARISH COUNCIL COMMUNICATIONS COMMITTEE

A Meeting of the Committee will be held at 10.00 a.m. on Wednesday 3rd March 2021.
Via Zoom Remote Meetings.

25th February 2021

You are hereby summoned to attend a meeting of the Communications Committee which will be held Via Zoom Remote Meetings on Wednesday 3rd March at 10.00 a.m. 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.

Clerk to the Council

NOTE: Residents and members of the public are cordially invited to remotely attend the meeting of the Council. Should you wish to join the Zoom meeting, the link is as follows;

Join Zoom Meeting

<https://us02web.zoom.us/j/83380301221?pwd=MWtJVFBuRk9sVVFpZ0haMjgzWDIEQT09>

Meeting ID: 833 8030 1221

Passcode: 305537

AGENDA

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence, if any.

2. **MINUTES**

To approve the Minutes of the meeting held on 16th October 2019. **(Appendix A)**.

3. **MEMBERS INTERESTS**

To register any new interests, or de-registration by Members.

4. **USE OF SOCIAL MEDIA**

Cllr Gimes and Cllr Mc Carthy will update members of a recent training course and consider how the Council can use social media.

5. **COMMUNICATIONS STRATEGY**

Cllr Gimes will discuss this with members.

6. **REINFORCE USE OF COUNCIL LAPTOPS**

Cllr Gimes will remind members on the importance of using Council laptops provided for all Council work and correspondence to ensure internet safety and GDPR compliance.

7. **WEBSITE**

The Council website is now hosted by Hugofox. Members are asked to consider any changes to the current format layout or additional information.

8. **POLICIES AND PROCEDURES**

Policies and procedures are now on the website but need to be reviewed regularly. Members are asked to consider reviewing the documents on the website.

9. **LEGISLATION AND ACCESSABILITY REQUIREMENTS**

Members will need to review any necessary action to ensure continued compliance.