

MINSTER PARISH COUNCIL

Minutes of the Meeting of the Communications Committee

held on Wednesday 27th May 2026 at 11.00 am
at the John Spanton Sports Pavilion

Present; Cllrs. Quittenden, Fordyce, Smith, Jones, Crow-Brown.

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

65. ELECTION OF CHAIRMAN

RESOLVED: That Cllr. Crow Brown be elected Chairman for the ensuing year 2026/27.

Councillor Fordyce in the Chair

66. APPOINTMENT OF VICE CHAIRMAN

Councillor Fordyce was appointed Vice Chairman for the ensuing year 2026/27.

67. APOLOGIES

None.

68. MINUTES

RESOLVED: that the minutes of the meeting held on 17th December 2025 be approved and signed.

69. MEMBERS INTERESTS

No declarations of interest were made.

70. REVIEW OF FACEBOOK PAGE

The Clerk reported using Facebook as a communication tool is continuing to work well especially with information about road closures.

71. REVIEW OF COMPUTER SYSTEMS AND EMAIL FOR COUNCILLORS AND USING THEIR LAPTOPS

The Clerk reported that existing laptops run Windows 10. Several Councillors have been experiencing issues with the encryption dongles failing and machines running slowly.

AGREED: The Clerks will seek prices for new laptops including windows 11 pro which includes encryption and find a local IT provider to set them up.

72. POLICY REVIEW

Members reviewed policies and terms of reference as follows:

Press & Media Policy
Privacy Policy
Communications Strategy
Communications Terms of Reference

AGREED: Documents reviewed and accepted as updated.

73. WEBSITE

The Clerk reported that the website is used mainly in order to comply with statutory requirements and its content is also checked by our internal auditor and found to be satisfactory.

Signed.

CHAIRMAN COMMITTEE

Meeting closed at 11:15 am

DRAFT