

MINSTER PARISH COUNCIL

Minutes of the Meeting of the Communications Committee

held on Wednesday 31st July 2024 at 10.30 am
at the John Spanton Sports Pavilion

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

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

151. ELECTION OF CHAIRMAN

RESOLVED: That Cllr. Fordyce be elected Chairman for the ensuing year 2024/25.

Councillor Fordyce in the Chair

152. APPOINTMENT OF VICE CHAIRMAN

Councillor Crow-Brown was appointed Vice Chairman for the ensuing year 2024/25.

153. APOLOGIES

None.

154. MINUTES

RESOLVED: that the minutes of the meeting held on 8th August 2022 be approved and signed.

155. MEMBERS INTERESTS

No declarations of interest were made.

156. REVIEW OF FACEBOOK PAGE

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

157. UPDATE ON COMPUTER SYSTEMS AND EMAIL FOR COUNCILLORS AND USING THEIR LAPTOPS

The Clerk reported that there are no new issues being experienced with the laptops or email.

158. 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.

159. 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 11:36 a.m.

DRAFT